



AGENDA
VILLAGE BOARD MEETING
RICHFIELD VILLAGE HALL
4128 HUBERTUS ROAD, HUBERTUS WISCONSIN
December 19, 2013
7:30 P.M.

1. Call to Order/ Roll Call
2. Verification of Compliance With Open Meeting Law
3. Pledge of Allegiance
4. REPORT
 - a. Assessor Annual Report – Associated Appraisals
5. PUBLIC COMMENTS (Public comments are an opportunity for citizens to voice concerns to the Board regarding ITEMS ON THE AGENDA ONLY. Public comments are not a public hearing and are typically a one way conversation from a citizen to the Board. Individual comments shall not exceed 3 minutes, with a total time limit of approximately 20 minutes. Unless part of a Public Hearing, handouts will not be accepted by the Village. Comments beyond 20 minutes will be moved to the end of the meeting at the discretion of the President.)
6. CONSENT AGENDA
 - a. Vouchers for Payment
 - b. Treasurer's Report
 - c. Plan Commission Report
 - d. Meeting Minutes:
 - i. Village Board, November 07, 2013
 - ii. Village Board, November 12, 2013
 - iii. Village Board, November 21, 2013
 - e. New Operator Licenses
 - f. Village Policies and Procedures
 - i. Resolution R2013-12-01:
Record Retention Policy
7. DISCUSSION/ACTION ITEMS
 - a. Discussion/Action regarding 2014 contract for Fire and Emergency Medical Services
 - b. Discussion/Action regarding 2014 groundwater monitoring agreement with Dr. D.S. Cherkauer
 - c. Discussion/Action regarding approval of poll workers for 2014-2015 calendar years.
 - d. Discussion/Action regarding acceptance of proposal for Automobile and Liability Insurance
 - e. Discussion/Action regarding moving the polling location for the 2014 and 2015 elections
 - f. Discussion/Action regarding Resolution R2013-12-02 a resolution to amend the Fee Schedule
 - g. Discussion/Action to refer to the Village Plan Commission and schedule a public hearing with regard to a petition to discontinue part of a public way related to a 10 ft. x 16 ft. portion of Riverview Drive
 - h. Discussion/Action regarding proposals for rekeying Village Hall and Public Works Garage
 - i. Discussion regarding a proposal for engineering services by Kunkel Engineering Group
 - j. Discussion/Action regarding a proposed Conditional Use Permit to operate an indoor shooting range at 3026 Helsan Drive Unit I (Tax Key: V10-0002-00A-005)
8. PUBLIC COMMENTS (...continued)
9. CLOSED SESSION
 - a. Discussion /Action to enter into closed session pursuant to Section 19.85(1)(c) of the WI Stats., - Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Village Administrator
10. RECONVENE IN OPEN SESSION
 - a. Discussion/Action regarding matters addressed in closed session as outlined above.
11. ADJOURNMENT

Additional explanation of items on the agenda (Communication Forms) can be found on the village's website at www.richfieldwi.gov. Notification of this meeting has been posted in accordance with the Open Meeting Laws of the State of Wisconsin. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's office at 628-2260 or www.richfieldwi.gov with as much advance notice as possible.

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AFFIDAVIT OF POSTING

Pursuant to Sec. 985.02(2), Wis Stats., I, Margaret M. Rannels being duly sworn, state as follows:

1. I am an adult resident of the State of Wisconsin, and I make this affidavit on personal knowledge.

2. I hereby certify that I posted a copy of the attached:

- 1) Architectural Review Board - Dec 18, 2013
- 2) Village Board Mtg - Dec 19, 2013

on Friday, Dec 13, 2013 (date), 1:45 P.M. (time), at the Village posting locations, namely: on the outside bulletin board of the Village Hall located at 4128 Hubertus Road, Hubertus; on the outside bulletin board at the Hubertus Post Office located at 3695 Hubertus Road, Hubertus; on the outside bulletin board at the Richfield Post Office located at 1925 Hwy 175, Richfield; and on the outside bulletin board at the Colgate Post Office located at 3392 Hwy Q, Colgate.

Margaret M. Rannels
Signature

12/13/13
Date

Personally came before me this 13 day
of December, 2013.

Carol J. Jank
Notary Public, State of Wisconsin
My commission expires 1-29-17

I also certify that notice of such meeting(s) were sent via email to the West Bend Daily News, the Germantown Express News, the Hartford Times Press, and the Milwaukee Journal Sentinel.

Signature

Date

I further certify that a copy has been posted to the Village website www.richfieldwi.gov.

Signature

Date

4 a

Assessor Report will be presented verbally

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VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

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MEETING DATE: December 19, 2013

SUBJECT: Consent Agenda
DATE SUBMITTED: December 11, 2013
SUBMITTED BY: Joshua Schoemann, Village Administrator

ISSUE SUMMARY:

Included for your review are the Vouchers for Payment, Treasurer's Report, Plan Commission Report, the Village Board Minutes from October 17, 2013, the Special Village Board Minutes from November 7, 2013, November 12, 2013, and November 21, 2013, new Operator Licenses and Resolution R2013-12-1: Record Retention Policy.

FISCAL IMPACT:

REVIEWED BY: Donna Karsen
Village Deputy Treasurer

Initial Project Costs: None
Future Ongoing Costs: None
Physical Impact (on people/space): None
Residual or Support/Overhead/Fringe Costs: None

ATTACHMENTS:

1. Vouchers for Payment
2. Treasurer's Report
3. Plan Commission Report
4. Meeting Minutes
5. New Operator License List, Copy of Applications, Background Investigation Reports
6. Resolution R2013-12-1, Richfield Record Retention and Policy

STAFF RECOMMENDATION:

Motion to approve the consent agenda as presented.

APPROVED FOR SUBMITTAL BY:

CR
Village Staff Member

Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

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			VILLAGE OF RICHFIELD	December-13	
			*NEED VOUCHER APPROVAL		
CHECK #	PO#	DATE	PAYEE	AMOUNT	COMMENTS
			BATCH #1		
6462		11/15/13	Capelle Bros. & Diedrich Inc	283,920.00	Foundation Repairs to Mill (pd by Historical Society)
6463		11/15/13	Bloom Companies LLC	5,100.00	Foundation Design for the Mill
6464		11/15/13	WI Dept of Justice	49.00	Criminal Investigations
6465		11/15/13	Premium Waters	33.99	Water Cooler/Water
6466		11/15/13	Advanced Disposal Services	224.00	Recycling Expenses
6467-6468		11/18/13	Voided Checks		
6469		11/18/13	Brett Thicke	53.00	Reimbursement for Park Supplies
6470		11/18/13	Lakeshore Newspapers Inc	139.00	(1) Year Subscription
ACH		11/18/13	Village of Richfield P/R	16,967.93	BiWeekly Payroll
EFTPS		11/18/13	Electronic Fed Tax Payment	6,487.33	Fica/Fed Tax
ACH		11/18/13	Wisconsin Dept of Revenue	1,389.14	State Withholding Tax
ACH		11/18/13	Wisconsin Deferred Comp	225.00	457 Plan (payroll deduction)
6471		11/18/13	Washington County Treasurer	269.00	County Portion of Dog Licenses
6472		11/18/13	Auxiant	1,739.10	Cobra for Building Inspector
6473		11/21/13	Tax Refund to Taxpayer	213.83	Reimbursement for State Dated Tax Refund Check
ACH		11/21/13	Employers Trust Funds	6,443.84	Retirement for Oct 2013
6474		11/21/13	Postmaster	868.38	Postage for Newsletter
6475-6516			November Payables		Approved at Nov 21st Board Meeting
6517		11/25/13	WE Energies	1,595.91	Heat/Electric Bills
6518		11/25/13	Leadership Germantown	650.00	Tuition 2013-14 for Deputy Clerk
6519		11/25/13	US Cellular	361.17	Cell Phones
6520		11/25/13	FP Solutions	107.85	Supplies for Postage Meter
6521		12/1/13	NorthShoreBank Leasing LLC	718.04	(2) Leased Cars
6522			See Dec 2013		
6523		11/26/13	State of Wisconsin	126.00	Flags
			TOTAL BATCH #1	327,681.51	Checks Written End of November 2013
			BATCH #2		
ACH		12/2/13	United Health Care	9,252.12	Health Insurance for Dec 2013
6522		12/1/13	Registration Fee Trust	77.50	License Plate Renewal for 1992 Trailer

ACH		12/2/13	Village of Richfield P/R	16,771.33	BiWeekly Payroll
EFTPS		12/2/13	Electronic Fed Tax Payment	6,484.99	Fica/Fed Tax
ACH		12/2/13	Wisconsin Dept of Revenue	1,314.85	State Withholding Tax
ACH		12/2/13	Wisconsin Deferred Comp	225.00	457 Plan (payroll deduction)
6523			See Nov Batch #1		
6524		12/2/13	Payroll Check		
6525		12/2/13	First Federated Bank	415.00	Contributions to HSA (payroll deduction)
ACH		12/3/13	Village of Richfield P/R	2,034.13	Monthly Payroll
EFTPS		12/3/13	Electronic Fed Tax Payment	557.72	Fica/Fed Tax
6526		12/3/13	Dominion Voting	825.00	Preventative Maintenance on Election Machines
6527		12/3/13	Waste Management of WI	454.70	Waste Disposal
6528		12/3/13	Integrity Construction	2,000.00	Road Bond Refund
6529		12/3/13	Aurora Health Care	144.00	Employee Testing
6530		12/3/13	Town of Cedarburg	50.00	Seminar for Interim Administrator
6531		12/6/13	Equal Rights Division	22.50	Work Permits for Nov 2013
			TOTAL BATCH #2	40,628.84	Checks Written Beginning of December 2013
	PO#		BATCH #3		
			All Pro Paving Inc	1,800.00	(2) Road Patches - Paved Ditch
			Associated Bag Co	162.40	Wire Ties for Snow Fence
			Associated Appraisal Consultants Inc	3,958.33	Assessor Fees
			Bubrick's Complete Office	111.60	Office Supplies
			Cintas	569.95	Uniform Maintenance
			Civi Tek Consulting	1,379.00	Planning Consultant
			Conley Services LLC	460.54	Legal Notices
			Digital Edge	1,125.00	Tax Brochures
			Election Source	38.60	"I Voted" Stickers
			Falls Auto Parts	678.16	Truck Parts
			GAI Consultants	4,000.33	Engineering Services
			Hallman Lindsay	159.86	Paint
			Hopson Oil LLC	2,752.49	Diesel/Gas
			Houseman & Feind LLP	72.50	Attorney Fees
			Lakeside International Trucks	267.88	Truck Parts
			TOTAL BATCH #3	17,536.64	

PO#			
		Menards	58.10
		North American Salt	34,860.40
1-13010		Minuteman Press	81.20
		Office Copying Equipment	420.88
		Ontech Systems	49.00
		Piggly Wiggly	13.98
		Port A John	409.00
1-13002		Quill	19.94
		Richfield Vol Fire Dept	37,079.81
		Schmitt Sanitation	425.00
2-13097		Slinger Welding Service	17.55
		Von Briesen & Roper	365.50
		Washington County Sheriff	29,542.79
		Waukesha Lime and Stone	217.80
2-13099		Winter Equipment Co	3,462.00
		Wolf Bros Fuel Co	134.17
		TOTAL BATCH #4	107,157.12
		TOTAL	493,004.11

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**VILLAGE OF RICHFIELD
Treasurer's Report for November 2013**

HSB Checking Account	10/31/13	<u>\$ 725,259.71</u>
HSB Checking Account	11/30/13	<u>\$ 414,763.73</u>
FNB Entrepreneur Plus Account	11/30/13	<u>\$ 2,500.94</u>
FNB Platinum MMD Account	11/30/13	<u>\$ 498,050.24</u>

INTEREST EARNED IN NOVEMBER 2013

	Amount	Interest Rates
Hartford Savings Bank (Sweep Account)	\$ 127.39	0.25%
LGIP - General Fund	\$ 0.79	0.09%
LGIP - Park Impact Fees	\$ 3.10	0.09%
LGIP - Fire Impact Fees	\$ 11.36	0.09%
LGIP - Tax Account	\$ 52.92	0.09%
First National Bank Entrepreneur Account	\$ 0.10	0.05%
First National Bank MMDA Account	\$ 63.43	0.15%

Total Interest Earned \$ 259.09

CERTIFICATES OF DEPOSIT

				Date Purchased	Expiration Date
First National Bank	12 Month	0.30%	\$ 250,378.22	3/3/13	3/3/14

**** All CD's are fully FDIC insured****

LOCAL GOVERNMENT INVESTMENT POOL

			Interest Rates
..... LGIP	General Fund	\$ 10,753.02	0.09%
..... LGIP	Fire Impact Fees	\$ 156,094.29	0.09%
..... LGIP	Park Impact Fees	\$ 43,096.25	0.09%
..... LGIP	Tax Account	\$ 718,528.09	0.09%

LETTERS OF CREDIT/PERFORMANCE BONDS/DEVELOPER GUARANTEES

		EXPIRATION DATE
12/31/2013 Loggers Park LLC	\$ 50,000.00	12/31/2014
3/11/2013 Reflections Richfield Investments LLC	\$ 712,650.00	3/11/2014
3/11/2013 Refections Richfield Investments LLC	\$ 150,000.00	3/11/2014

PERMIT PERFORMANCE BOND

10/10/2005 T-Mobile Central LLC Wireless Communication Tower	\$ 25,000.00	N/A
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VILLAGE OF RICHFIELD MEMO

DATE: 12/13/2013
TO: VILLAGE PRESIDENT JOHN JEFFORDS
CC: VILLAGE BOARD
FROM: JIM HEALY, ASSISTANT TO THE ADMINISTRATOR
RE: PLAN COMMISSION REPORT

Now that the Village Board will not be having an official meeting to coincide with the Plan Commission meetings on the 1st Thursday of every month, Village Staff will start to prepare a "Plan Commission Report" of information which was either heard by the Plan Commission or approved/denied. The exception to what would be included in this report would of course be any agenda item which was recommended for approval to this body. At the November meeting the following was recommended for approval to the Village Board:

- Discussion/Action regarding a recommendation to the Village Board for a proposed Conditional Use Permit to operate an indoor shooting range at 3026 Helsan Drive Unit I (Tax Key: V10-0002-00A-005)

Discussion/Action:

Aside from the minutes from October 29th and November 7th, which were approved without objection, the Village Plan Commission on December 5th considered two items on their agenda which did not ultimately get recommended to the Village Board. The first item was agenda item 6a, consideration of a Plan of Operation for 'The Beef Jerky Outlet' located at 3010 Helsan Drive Unit I. The Plan of Operation was approved by the Plan Commission without objection.

The second agenda item, 6b, considered was discussion relative to a proposed ordinance amendment to deal with legal, non-conforming properties. The direction of the Plan Commission was for Staff to draft an ordinance similar to the Village of Sussex to deal with these types of non-conforming properties. Essentially they would be treated as a 'Conditional Use'. Staff is working to draft said ordinance and barring any setback, it is anticipated that it will be presented at the January 9th Plan Commission meeting.

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The November 7, 2013 Meeting Minutes will be forwarded to you once complete.

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Village Board Meeting Minutes November 12, 2013
7:00 pm

Village Board

John Jeffords, Village President
Rock Brandner
Dan Neu
Sandy Voss
Bill Collins

Staff

Jim Healy, Assistant to the Administrator

1. Call to Order/Roll Call

The meeting was called to order by Village President John Jeffords at 7:03 pm. A quorum of the Village Board was present. Present: Village President John Jeffords; Village Board of Trustees; Rock Brandner, Bill Collins, and Dan Neu. Sandy Voss excused absence.

Also present: Assistant to the Administrator Jim Healy.

2. Verification of Compliance with Open Meeting Law

Administrator Schoemann verified that the meeting was posted per statute at three local post offices and the Village Hall. Digital copies of the agenda were sent to the West Bend Daily News, Germantown Express News, Hartford Times Press, and the Milwaukee Journal Sentinel.

3. Pledge of Allegiance

4. CLOSED SESSION

- a. **Discussion/Action to enter into closed session pursuant to Section 19.85(1)(c) of the WI Stats., - Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Meeting with Assistant to the Administrator to discuss future of the Village Administrator/Clerk/Treasurer/Chief of Police position**

President Jeffords read 4a aloud.

Motion by Trustee Neu to enter into closed session pursuant to Section 19.85(1)(c) of the WI Stats., - Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Meeting with Assistant to the Administrator to discuss future of the Village Administrator/Clerk/Treasurer/Chief of Police position, seconded by Trustee Brandner. Motion carried unanimously by roll call vote.

5. RECONVENE INTO OPEN SESSION

- a. **Discussion/Action regarding matters addressed in closed session as outlined above.**

Motion by Trustee Brandner to reconvene into open session, seconded by Trustee Collins. Motion carried unanimously by roll call vote.

Motion by Trustee Collins to appoint Jim Healy to Interim Administrator beginning January 1, 2014 at a rate of \$60,000 annually, seconded by Trustee Brandner. Motion carried unanimously.

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Village Board Meeting Minutes November 12, 2013
7:00 pm

6. ADJOURNMENT

Motion by Trustee Brandner to adjourn the meeting at 9:45 pm, seconded by Trustee Collins. Motion carried unanimously.

Respectfully submitted,

Caroline Fochs
Deputy Clerk

DRAFT

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Village Board Meeting Minutes November 21, 2013
7:30 pm

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Village Board

John Jeffords, Village President
Rock Brandner
Dan Neu
Sandy Voss
Bill Collins

Staff

Joshua Schoemann, Village Administrator
Jim Healy, Assistant to the Administrator

1. Call to Order/Roll Call

The meeting was called to order by Village President John Jeffords at 7:30 pm. A quorum of the Village Board was present. Present: Village President John Jeffords; Village Board of Trustees; Rock Brandner, Sandy Voss, Bill Collins, and Dan Neu.

Also present: Village Administrator Joshua Schoemann and Assistant to the Administrator Jim Healy.

2. Verification of Compliance with Open Meeting Law

Administrator Schoemann verified that the meeting was posted per statute at three local post offices and the Village Hall. Digital copies of the agenda were sent to the West Bend Daily News, Germantown Express News, Hartford Times Press, and the Milwaukee Journal Sentinel.

3. Pledge of Allegiance

4. REPORT

a. Assessor Annual Report – Associated Appraisals

No report given.

b. Sara Schnoor – PMA Financial, Wisconsin Investment Series Cooperative

Ms. Schnoor outlined her experience and detailed how her company can help the Village of Richfield with their investments. The company has been in business for over 30 years and they are primarily based in the Midwest, with over 1800 clients. A cash flow analysis was done to show cash high points and low points to determine what the reserve level is and the anticipated investment amount. The Board held a lengthy discussion regarding assets and investments.

5. PUBLIC HEARING

Administrator Schoemann explained the process of budget development that lead to the final budget presented to the Board tonight. Highlighted areas included the new Building Inspector position, addition of a snow plow driver, and a new snow plow in 2014. Overall the 2014 budget is an increase of \$17,480, or \$.02/\$1000 of assessed value.

Motion by Trustee Neu to open the public hearing, seconded by Trustee Voss. Motion carried unanimously.

a. 2014 Budget

Gil Frank of 4156 Elmwood Road, Colgate questioned if this was the final budget.

Motion by Trustee Collins to close the public hearing, seconded by Trustee Brandner. Motion carried unanimously.

b. Discussion/Action regarding Resolution R2013-11-01 a resolution adopting the 2014 Village of Richfield Budget.

At this time Trustee Neu recused himself and left the meeting room.

Administrator Schoemann explained that the Richfield Volunteer Fire Company's Budget was approved for \$4000 more than the budgeted amount allotted to them in the 2014 Richfield Budget. Administrator Schoemann asked the Village Board if they would like to adjust their budget in any way to accommodate the increased Fire Company's Budget. The Trustees agreed that they would like to keep the budget amount as is, and if there is a way to make up the \$4000 later in 2014, it's possible the Board can revisit the issue. They also added that the Richfield Volunteer Fire Company should find ways to cut their budget by \$4000.

Trustee Neu returned.

Motion by Trustee to Brandner to adopt Resolution R2013-11-01 a resolution adopting the 2014 Village of Richfield Program Budget and establishing the tax levy of \$2,446,780, seconded by Trustee Voss. Motion carried unanimously.

6. PUBLIC COMMENTS

Gil Frank of 4156 Elmwood Road, Colgate stated that the minutes from the October 29, 2013 Village Board meeting should not be approved because there was not enough detail.

NOTE: Detailed minutes of the meeting have been recorded on the October 29, 2013 Plan Commission minutes.

7. CONSENT AGENDA

- | | |
|---|---|
| a. Vouchers for Payment | e. New Operator Licenses |
| b. Treasurer's Report | f. Village Policies and Procedures |
| c. Plan Commission Report | i. Resolution R2013-11-02: Park and Recreation Facility Use and Reservation Policy |
| d. Meeting Minutes: | |
| i. Village Board, October 17, 2013 | |
| ii. Village Board, October 29, 2013 | |
| iii. Village Board, October 30, 2013 | |

Motion by Trustee Brandner to approve the vouchers for payment, Treasurer's Report, Plan Commission Report, the Village Board Minutes, Resolution R2013-11-2, the Operator's License for Dawn Morris and to deny the Operator's License for Wendy Meese, seconded by Trustee Neu. Motion carried unanimously.

8. DISCUSSION/ACTION ITEMS

- a. Discussion/Action regarding Resolution R2013-11-03 a resolution authorizing entry into an intergovernmental cooperation agreement relating to the "Wisconsin Investment Series Cooperative" an authorizing participation in the investment programs of the fund**

Administrator Schoemann explained the reason for this agreement is to maximize tax dollar returns. President Jeffords asked that the Financial Policy Ad-hoc Committee meet to review investment options.

Motion by Trustee Voss to approve Resolution R2013-11-03 a resolution authorizing entry into an

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Village Board Meeting Minutes November 21, 2013
7:30 pm

intergovernmental cooperation agreement relating to the "Wisconsin Investment Series Cooperative" an authorizing participation in the investment programs of the fund, seconded by Trustee Collins.

Trustee Collins would like the motion to reflect that the Village Board should have prior notice of funds being invested.

Motion by Trustee Voss to approve Resolution R2013-11-03 a resolution authorizing entry into an intergovernmental cooperation agreement relating to the "Wisconsin Investment Series Cooperative" an authorizing participation in the investment programs of the fund, with prior Village Board approval before funds are moved, seconded by Trustee Collins. Motion carried 4-1 with Trustee Neu opposed.

b. Discussion/Action regarding Ordinance 2013-11-2 an ordinance to create section 324-21 of the Village of Richfield Code of Ordinances related to temporary street closures

Motion by Trustee Brandner to approve Ordinance 2013-11-1 an ordinance to create section 324-21 of the Village of Richfield code of ordinances related to temporary street closures, with the understanding that Village Staff will propose a fee schedule change, creating a \$50 fee for the associated license, at an upcoming Board meeting, seconded by Trustee Neu.

Trustee Collins thanked Bill Neureuther for his assistance with this ordinance.

Motion carried unanimously.

c. Discussion/Action regarding the potential purchase of plow and attachments for International patrol (snow plow) truck

Motion by Trustee Collins to authorize the Village Administrator to solicit quotes for a new 2014 patrol truck and equipment package to include dump body, salter, front and wing plows, seconded by Trustee Voss. Motion carried unanimously.

d. Discussion/Action regarding the Preliminary Plat for Bark Lake Estates subdivision

Assistant to the Administrator Healy explained the issues at hand, and noted Attorney Macy has reviewed it as well and offered revisions specifically to piers.

Motion by Trustee Brandner to approve the preliminary plat for Bark Lake Estates subdivision with the conditions of approval recommended by the Plan Commission and as revised by the assistant to the Administrator and set forth on the attached sheet, seconded by Trustee Voss. Motion carried unanimously.

e. Discussion/Action regarding a proposed Conditional Use Permit to operate a retail store at 3010 Helsan Drive Unit I (Tax Key: V10-0002-00A-001)

Motion by Trustee Neu to approve the proposed Conditional Use Permit for 'The Beef Jerky Outlet' to be located at 3010 Helsan Drive, Unit I (Tax Key: V10-0002-00A-001), seconded by Trustee Voss. Motion carried unanimously.

f. Discussion/Action regarding a proposed Conditional Use Permit to erect a solar panel array at 924 Oconobanks Drive (Tax Key: V10-0773-024)

Motion by Trustee Brandner to approve the proposed Conditional Use Permit for John and Cindy Helt to erect a solar panel array at 924 Oconobanks Drive pursuant to the terms and conditions of the CUP with the following condition of approval:

- During the course of the excavation if septic issues do arise that they contact the Washington County Sanitarian

seconded by Trustee Neu. Motion carried unanimously.

g. Discussion regarding potential renewal and/or revision of Pioneer Road Use Agreement

Administrator Schoemann explained that the most recent agreement has expired, and he is asking the Board if staff should renew an agreement with the existing businesses.

The Board discussed several options for maintaining the road and/or asking the County take over that portion of road.

9. PUBLIC COMMENTS (...continued)

No one spoke.

10. CLOSED SESSION

- a. Discussion /Action to enter into closed session pursuant to Section 19.85(1)(c) of the WI Stats., - Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Village Administrator**

President Jeffords read 7a aloud.

Motion by Trustee Collins to enter into closed session pursuant to Section 19.85(1)(c) of the WI Stats., - Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Village Administrator, seconded by Trustee Voss. Motion carried unanimously by roll call vote.

11. RECONVENE IN OPEN SESSION

- a. Discussion/Action regarding matters addressed in closed session as outlined above.**

No action taken.

12. ADJOURNMENT

Motion by Trustee Voss to adjourn the meeting at 9:50 pm, seconded by Trustee Neu. Motion carried unanimously.

Respectfully submitted,

Caroline Fochs
Deputy Clerk

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6 e.

December 19, 2013 Meeting

New Operator Licenses

Name	Place of Employment	Course or valid license	Recommendation
Richelle Craemer	The Hairy Lemon	Valid license	Approve
Deanna Hauner	EJ's Bark Lake	Valid license	Approve
Russell Holk	Loggers Park	Course	Approve
Shannon Mc Guire	EJ's Bark Lake	Valid license	Approve

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STATE OF WISCONSIN VILLAGE OF RICHFIELD WASHINGTON COUNTY

RESOLUTION R2013-12-01

A RESOLUTION TO ADOPT A RECORDS RETENTION POLICY

WHEREAS, the Village Board of the Village of Richfield, Washington County, Wisconsin, has adopted a Records Retention Policy; and

WHEREAS, having such a policy will ensure that proper procedures and practices are followed; and

WHEREAS, the Village believes having said policy will improve the efficiency and effectiveness in which the organization operates as well as provide a guideline for the public to observe for the purpose of transparency.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Richfield, that the Records Retention Policy be approved as defined in the attached document and be effective upon passage and posting of this resolution.

PASSED THIS 19th DAY OF DECEMBER, 2013, BY THE VILLAGE BOARD OF THE VILLAGE OF RICHFIELD, WASHINGTON COUNTY, WISCONSIN.

John Jeffords, Village President

Attest: Joshua Schoemann, Administrator/Clerk

Village of Richfield Records Retention Policy

1.0 PURPOSE:

It is the intent of this policy to establish procedures for the retention and disposal of Village of Richfield records.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all Village of Richfield departments, divisions, offices, boards, commissions, committees, and Village employees.

3.0 POLICY:

IT IS THE POLICY OF THE VILLAGE TO FOLLOW THIS SET OF PROCEDURES FOR RETAINING RECORDS:

4.0 PROCEDURE

4.1 Retention

Wisconsin Statutes Section 19.21(4)(b) states that the Village shall keep Village public records for the period of time described by ordinance unless a specific period of time is provided by statute. Said statute further indicates that the period prescribed in the ordinance may not be less than two years with respect to receipts of current billings and customers, lenders and any municipal utility, and seven years for other records unless a shorter period has been fixed by the Public Records Board. Public records must be retained for the periods required by such State laws, Village ordinances, and the Village of Richfield Record Retention & Disposition Schedule. This policy refers to public records only.

4.2 Retention Schedule

Records not specifically covered by the attached Village Ordinance Chapter 83 and the Record Retention and Disposition Schedule should be referred to the Village Attorney, Government Accountability Board, or the State Historical Society of Wisconsin for retention and disposition guidance. Records may be stored within the department, assigned storage area or preserved through digital file and the original destroyed.

4.3 Disposition Guidelines

After the retention period expires, final disposition of municipal records may occur legally in only three ways: transfer to the State Historical Society of

Wisconsin for preservation, destruction, or preservation through digital files with destruction of original copies.

4.3.1 Transfer to the State Historical Society of Wisconsin

Records of permanent value may be transferred to the State Historical Society of Wisconsin for preservation.

4.3.2 Destruction

All materials on the Record Retention & Disposition Schedule are considered waived by the State Historical Society of Wisconsin, unless otherwise noted. For those records that require notice to the State Historical Society of Wisconsin, must prior to the destruction of records, after the retention schedules have been met, follow Chapter 83 of the Village Ordinances, which requires departments to notify the State Historical Society in writing of its intent to destroy the records at least 60 days prior to destruction. The letter should indicate the titles, date and quantities of records to be destroyed.

4.3.3 Preservation through digital files

Any Village officer or the director of any department or division of Village government may, subject to the approval of the Village Administrator, keep and preserve public records in his or her possession by means of Laserfiche or other photographic reproduction method. Such records shall meet the standards for photographic reproduction set forth in state statutes and shall be considered original records for all purposes.

4.3.4 Additional retention periods

In addition to the retention period described in the retention schedule, records shall be maintained for the following time periods:

4.3.4.1 A record that exists at the time of a request shall not be destroyed until after the request is granted, or in the event the request is denied until at least the time period described in Section 19.35(5), Wisconsin State Statutes has passed from the date of the denial.

4.3.4.2 A record that is existing at the time that the legal custodian receives written notice that a mandamus action relating to the record has been commenced pursuant to Section 19.37, shall not be destroyed until the final court order is issued in the action and the appeals are exhausted, as further described in Section 19.35(5), Wisconsin Statutes.

- 4.3.4.3 A record that is known by the legal custodian to be relevant to litigation or audit that is pending at the time that the record would otherwise be destroyed, shall not be destroyed until the litigation or audit is resolved.

5.0 VIOLATION:

Employees found in violation of this policy may be subject to disciplinary action up to and including termination of employment.

6.0 REFERENCES:

Wisconsin Statutes Chapter 19.21, 16.61
Chapter 83 of the Village of Richfield Ordinances
Village of Richfield Records and Retention and Disposition Schedule
Email Retention Policy adopted on April 21, 2011

7.0 ADDENDUM:

Chapter 83 of Village of Richfield Ordinances
Village of Richfield Records Retention and Disposition Schedule

Village of Richfield, WI
Wednesday, December 11, 2013

Chapter 83. RECORDS

[HISTORY: Adopted by the Village Board of the Village of Richfield 8-4-2009 by Ord. No. 2009-8-2 (§ 2.06 of prior Code). Amendments noted where applicable.]

§ 83-1. Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

AUTHORITY

Any of the following having custody of a record: a local office, elected official, agency, board, commission, committee, council, department or public body corporate and politic created by ordinance, rule or order; a governmental or quasi-governmental corporation; any court of law; a nonprofit corporation which receives more than 50% of its funds from a county or a municipality, as defined in Ch. 59.001(3), Wis. Stats., and which provides services related to public health or safety to the county or municipality; or a formally constituted subunit of any of the foregoing. *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

CUSTODIAN

That officer, department head, division head, or employee of the Village designated under § 83-3 or otherwise responsible by law to keep and preserve any Village records or file, deposit or keep such records in his or her office, or who is lawfully in possession or entitled to possession of such public records and who is required by this chapter to respond to requests for access to such records.

RECORD

Any material on which written, drawn, printed, spoken, visual, or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. The term "record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer printouts and optical disks. "Record" does not include drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale or are available for inspection at a public library. *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

§ 83-2. Duty to maintain.

- A. Except as provided under § 83-7, each officer and employee of the Village shall safely keep and preserve all records received from his or her predecessor or other persons and required by law to be filed, deposited or kept in his or her office or which are in the lawful possession or control of the officer or employee or his or her deputies, or to the possession or control of which he or she may be lawfully entitled as such officer or employee.
- B. Upon the expiration of an officer's term of office or an employee's term of employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall deliver to his or her successor all records then in his or her custody, and the successor shall receipt therefor to the officer or employee, who shall file such receipt with the Village Clerk or designee. If a vacancy occurs before a successor is selected or qualifies, such records shall be delivered to and receipted for by the Village Clerk or designee, on behalf of the successor, to be delivered to such successor upon the latter's receipt. *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

§ 83-3. Legal custodians.

- A. Each elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate an employee of his or her staff to act as the legal custodian.
- B. Unless otherwise prohibited by law, the Clerk, or the Clerk's designee, shall act as legal custodian for the Village Board and for any committees, commissions, boards or other authorities created by ordinance or resolution of the Village Board, or in his or her absence or disability or in case of vacancy, the Deputy Clerk is designated the legal custodian of all Village records.
- C. For every authority not specified in Subsection **A** or **B** of this section, the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal custodian.
- D. Each legal custodian shall name a person to act as legal custodian in his or her absence or the absence of his or her designee.
- E. The legal custodian shall have full legal power to render decisions and to carry out the duties of an authority under Ch. 19, Subchapter II, Wis. Stats. (Wis. Stats. § 19.21 et seq.), and this chapter. The designation of a legal custodian does not affect the powers and duties of an authority under this chapter.

§ 83-4. Public access to records; fees.

- A. Except as provided in § 83-6, any person has a right to inspect a record and to make or receive a copy of any record as provided in § 19.35(1), Wis. Stats.
- B. Records will be available for inspection and copying during all regular office hours.
- C. A requester shall be permitted to use facilities comparable to those available to Village employees to inspect, copy or abstract a record.
- D. The legal custodian may require supervision during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.

- E. A requester shall be charged a fee to defray the cost of locating and copying records as follows:
- (1) The cost of photocopying as set by the Village Board from time to time. Such cost has been calculated not to exceed the actual, necessary, and direct cost of reproduction.
Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).
 - (2) If mailing or shipping is necessary, the actual cost thereof shall also be charged.
 - (3) Except as provided in Subsection **E(7)**, there shall be no charge for locating a record unless the actual cost exceeds \$50, in which case the actual cost shall be determined by the legal custodian and billed to the requester. *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
 - (4) The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to ensure payment if such estimate exceeds \$5.
 - (5) Elected and appointed officials of the Village shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.
 - (6) The legal custodian may provide copies of a record without charge or at a reduced charge where he or she determines that waiver or reduction of the fee is in the public interest.
 - (7) The custodian of real and personal property tax records shall establish from time to time the reasonable fees for locating, compiling, and reporting such tax records. A procedure for requesting such information shall be established and published in accordance with Subsection **F** of this section.
- F. Pursuant to § 19.34, Wis. Stats., and the guidelines therein listed, each authority shall adopt, prominently display, and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of the legal custodian from whom and the methods whereby the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. This subsection does not apply to members of the Village Board.

§ 83-5. Access procedures.

- A. A request to inspect or copy a record shall be made to the legal custodian. A request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. A request may be made orally, but a request must be in writing before an action to enforce the request is commenced under § 19.37, Wis. Stats. Except as provided in this section, no request may be refused because the request is received by mail unless prepayment of a fee is required under **§ 83-4E(4)**. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or federal law or regulations so require.
- B. Each custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the authority's determination to deny the request, in whole or in part, and reasons therefor. If the legal custodian, after conferring with the Village Attorney, determines that a written request is so general as to be unduly time consuming, the party making the request may first be required to itemize his or her request in a manner which would permit reasonable compliance.

- C. A request for a record may be denied as provided in § 83-6. If a request is made orally, the request may be denied orally unless a demand for a written statement of the reasons for denying the request is made by the requester within five business days of the oral denial. If a written request is denied, in whole or in part, the requester shall receive a written statement of the reasons for denying the request. For every written denial of a record for which a request was made in writing, the determination is subject to review upon petition for a writ of mandamus under § 19.37(1), Wis. Stats., or upon application to the Attorney General or a district attorney.

§ 83-6. Limitations on right to access.

- A. As provided by § 19.36, Wis. Stats., the following records are exempt from inspection under this chapter:
- (1) Records specifically exempted from disclosure by state or federal law or authorized to be exempted from disclosure by state law.
 - (2) Any record relating to investigating information obtained for law enforcement purposes if federal law or regulations require exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the state.
 - (3) Computer programs, although the material used as input for a computer program or the material produced as a product of the computer program is subject to inspection.
 - (4) Contractors' records. Each authority shall make available for inspection and copying under § 19.35(1), Wis. Stats., any record produced or collected under a contract entered into by the authority with a person other than an authority to the same extent as if the record were maintained by the authority. This subsection does not apply to the inspection or copying of a record under § 19.35(1)(am), Wis. Stats.
 - (5) A record or any portion of a record containing information qualifying as a common law trade secret.
- B. As provided by § 43.30, Wis. Stats., public library circulation records are exempt from inspection under this chapter.
- C. In responding to a request for inspection or copying of a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the Village Attorney, may deny the request, in whole or in part, only if he or she determines that the harm to the public interest resulting from disclosure would outweigh the public interest in full access to the requested record. Examples of matters for which disclosure may be refused include, but are not limited to, the following:
- (1) Records obtained under official pledges of confidentiality which were necessary and given in order to obtain the information contained in them.
 - (2) Records of current deliberations after a quasi-judicial hearing.
 - (3) Records of current deliberations concerning employment, dismissal, promotion, demotion, compensation, performance, or discipline of any Village officer or employee, or the investigation of charges against a Village officer or employee, unless such officer or employee consents to such disclosure.
 - (4) Records concerning current strategy for crime detection or prevention.
 - (5) Records of current deliberations or negotiations on the purchase of Village property, investing of Village funds, or other Village business whenever competitive or bargaining reasons require nondisclosure.

- (6) Financial, medical, social, or personal histories or disciplinary data of specific persons which, if disclosed, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data.
 - (7) Communications between legal counsel for the Village and any officer, agent, or employee of the Village when advice is being rendered concerning strategy with respect to current litigation in which the Village or any of its officers, agents, or employees is, or is likely to become, involved, or communications which are privileged under § 905.03, Wis. Stats.
- D. If a record contains information that may be made public and information that may not be made public, the custodian of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release. The custodian shall confer with the Village Attorney prior to releasing any such record and shall follow the guidance of the Village Attorney when separating out the exempt material. If in the judgment of the custodian and the Village Attorney there is no feasible way to separate the exempt material from the nonexempt material without unreasonably jeopardizing nondisclosure of the exempt material, the entire record shall be withheld from disclosure.

§ 83-7. Destruction of records.

- A. Pursuant to § 19.21(4), Wis. Stats., Village officers may destroy the following records of which they are the legal custodian and which are considered obsolete, but not less than seven years after the record was effective, unless another period has been set by statute, and then after such a period, or unless a shorter period has been fixed by the State Public Records Board, pursuant to § 16.61(3)(e), Wis. Stats., and then after such a shorter period:
- (1) Notices of tax apportionment received from the County Clerk, after three years.
 - (2) Copies of lists of Village officers certified to the County Clerk by the Village Clerk or designee, after the date of expiration of the term listed. *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
 - (3) Copies of crop reports made to the County Clerk by the Village Assessor, after three years.
 - (4) Records of illegal tax certificates charged back to the Village, three years after date of charging back the certificates.
 - (5) Official bonds, after six years.
 - (6) Claims filed against or paid by the Village and papers supporting such claims, after seven years.
 - (7) Contracts, notices of taking bids, and insurance policies to which the Village is a party, seven years after the last effective date thereof.
 - (8) Election notices and proofs of publication and correspondence filed in connection with such notices, one year after the date of the election, except in cases where an election is contested, in which case such records shall be retained until one year after the contest has been settled.
 - (9) Copies of reports of the Village Treasurer to the County Clerk on dog licenses sold and records of dog licenses issued, after three years.
 - (10) Village Clerk's or designee's copies of receipts issued by the Village Treasurer or designee, four years or until after being competently audited, whichever date is earlier. *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

- (11) Notices given by the County Clerk to the Village Assessor setting out lands owned and sold by the county, after three years.
 - (12) Tax receipts, after 15 years.
 - (13) All other receipts of the County Treasurer, after seven years.
 - (14) Canceled checks and Village orders, after seven years.
 - (15) Oaths of office, after seven years.
 - (16) Notices for which no other provision is made, after seven years.
 - (17) County Treasurer's receipts received under § 74.19, Wis. Stats., after 15 years.
 - (18) Correspondence, after six years, except correspondence had in connection with records which may be destroyed only after a longer period shall not be destroyed until after such longer period, and except that correspondence had in connection with records which may be destroyed after less than six years may be destroyed after such lesser period.
 - (19) Blanks and papers used by the Village Assessor in the discharge of his or her duties, after seven years. No assessment roll containing forest crop acreage may be destroyed without prior approval of the Secretary of Revenue.
- B. Unless notice is waived by the State Historical Society, at least 60 days' notice shall be given to the State Historical Society prior to the destruction of any record, as provided by § 19.21 (4)(a), Wis. Stats.
- C. Any tape recordings of a governmental meeting of the Village may be destroyed, erased or reused no sooner than 90 days after the minutes of the meeting have been approved if the purpose of the recording was to make minutes of the meeting.

§ 83-8. Preservation through digital files.

Any Village officer or the director of any department or division of Village government may, subject to the approval of the Village Administrator, keep and preserve public records in his or her possession by means of Laserfiche® or other photographic reproduction method. Such records shall meet the standards for photographic reproduction set forth in § 16.61(7) (a) and (b), Wis. Stats., and shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of state and local law.

§	State Statutes
EAM	Election Administration Manual
SHSW	State Historical Society of Wisconsin
WMCA	Wisconsin Municipal Clerk's Association Manual
WMRM	Wisconsin Municipal Records Manual
UDC	Uniform Dwelling Code

VILLAGE OF RICHFIELD

RECORD RETENTION AND DISPOSITION SCHEDULE

ADMINISTRATIVE RECORDS				
Custodian	Record	Retention Period	Authority	SHSW Notification
Clerk	Affidavits of publication for ordinances and resolutions for budget amendments	Permanent	WMRM	N/A
Clerk	Affidavits of publication other than ordinances	3 years	WMRM	Waived
Clerk	Agendas	7 years	WMRM	Waived
Clerk	Agreements	7 years after last effective date thereof	Clerk	Waived
All	Any record subject to litigation, claim, audit or other action	Until permission to destroy obtained by Village Attorney	Clerk	Waived
Clerk	Board meeting audio tapes	90 days after approval of minutes then destroy/erase if only purpose to assist in minute writing	WMRM and §19.21(7)	Waived
Clerk	Board of Review Proceedings and Notice of Determination	7 years after final action by Board, or completion of appeal	§70.47 (8)(f)	Waived
Clerk	Computer back ups	Daily 15 days, monthly 1 year, annual 7 years	Clerk	Waived
Clerk	Contracts	7 years after completed contract	Clerk	Waived
All	Correspondence	6 years	Chapter 83-7	Waived
Treasurer	Dog License Reports	3 years	WMRM	Waived

All	Grant information: application, denial, award, agreement, financial reports and supporting documentation	Notification of denial or grant completion + 4 years	Clerk	Waived
Treasurer	Insurance Policies	7 years after last effective date	59.52(4)(a)10	Waived
Clerk	Lawsuits	Permanent	Clerk	N/A
Clerk	Legal opinions (Village Attorney interpretation of statutes and ordinances kept for future reference)	Permanent	WMRM	Waived
Clerk	Licenses/permits-miscellaneous	4 years	WMRM	Waived
Clerk	Liquor, beer, operator, cigarette, soda, coin operator's license applications, records	4 years	§125.04(3)(i)	Waived
Clerk	Materials handed out at public meetings not associated with a public hearing	Not retained unless specifically stated by Village President or Chair during the meeting	Village policy	N/A
Clerk	Minute books	Permanent	WMRM	N/A
Clerk/Treasurer	Oaths of office	7 years after term	Chapter 83-7 2.06(g)	Waived
Clerk	Ordinance Book with attached affidavits of ordinance publication	Permanent	WMRM	N/A
Clerk	Ordinances	Permanent	WMRM	N/A
Clerk	Studies-final draft	7 years	Clerk	Notify
Clerk	Surveys	3 years	Clerk	Waived
All	Unlisted Records	7 years	Chapter 83-7 2.06(g)	Waived
Clerk	Work permits	Until child turns 21	WMCA	Waived

ASSESSMENT RECORDS				
Custodian	Record	Retention Period	Authority	SHSW Notification
Clerk	Assessment Roll, Statement of Assessment PA-521	Retain with assessment roll	WMRM	N/A
Clerk	Certified special assessment notice and hearing	Retain until all assessments are collected or for 7 years, whichever is longer	WMCA	Waived
Clerk	Final Statement of Assessment PA-521C	Permanent	WMRM	N/A
Clerk	Objection form to Property Assessment, BOR audio tapes, Board of Review Notices of Determination	7 years after completion	WMRM	Waived
Treasurer	Special assessment payment register	Retain until all assessments are collected or for 7 years, whichever is longer	WMRM	Waived
Clerk	Special Assessment records	7 years	WMRM	Waived
Clerk	Special report detailing their work	7 years	Clerk	Waived
Treasurer	Statement of new special assessments	5 years after audit	WMRM	Waived
Clerk	Tax Exemption Reports	10 years	WMRM	Waived

BUILDING PERMITS AND INSPECTIONS				
Custodian	Record	Retention Period	Authority	SHSW Notification
Building Inspector	Annexation plats	Permanent	WMRM	N/A
Building Inspector	Applications and permits	Permanent	WMRM	N/A
Building Inspector	Building plans	1 year after built	UDC	Waived
Building Inspector	Blueprints of Village Buildings	Retain until and unless superseded by as-built drawing	WCMA	Waived
Building Inspector	Certificates of occupancy	Retain until superseded	WMRM	Waived
Building Inspector	Certified Survey Maps	Permanent	WMRM	N/A
Building Inspector	Code compliance inspection reports	Permanent	WMRM	N/A
Building Inspector	Construction plans of Village Buildings	Life of the structure	Clerk	Notify
Building Inspector	Easements	Permanent	WMRM	N/A
Building Inspector	Energy calculation worksheets	3 years	WMRM	Waived
Building Inspector	Final subdivision plats	Permanent	WMRM	N/A
Building Inspector	Inspection address file	For life of structure	WMRM	Waived
Building Inspector	Master property record folders	Retain 5 years beyond life of structure	WMRM	Waived
Building Inspector	Permit ledger	7 years	WMRM	Waived
Building Inspector	Preliminary subdivision plats	Retain until superseded by final plat	WMCA	Waived
Building Inspector	Quarter section maps	Retain until superseded	WMRM	Waived
Building Inspector	Records of the Board of Zoning Appeals including supporting documents	Permanent	WCMA	N/A
Building Inspector	State-approved commercial building plans	4 years	WMCA	Waived
Building Inspector	Structure plan for municipal buildings and bridges	Retain for life of structure	WMRM	Waived

ELECTION RECORDS				
Custodian	Record	Retention Period	Authority	SHSW Notification
Clerk	Application for absentee ballot, affidavit envelopes	90 days after the election, 22 months after federal election	§7.23(k) §7.23(f)	Waived
Clerk	Ballots-federal (president, US Senator and Congress)	22 months after election	§7.23(f)	Waived
Clerk	Ballots-state, county, local	30 days after election	§7.23(h)	Waived
Clerk	Campaign finance reports	6 years after date of termination of registrant	§7.23(d)	Waived
Clerk	Campaign registration statement	6 years after date of receipt	§7.23(d)	Waived
Clerk	Cancelled registration cards	4 years after cancellation	§7.23 (c)	Waived
Clerk	Certificate of Election	7 years	§7.60(6)	Waived
Clerk	Election notices	1 year after election 22 months after federal election	§7.23(j) §7.23(f)	Waived
Clerk	Federal election records other than registration cards	22 months after day of election	§7.23(14)(f)	Waived
Clerk	Forms associated with election: tally sheets, inspector's statement and nomination papers	90 days after election 22 months after federal election	§7.23(k) §7.23(f)	Waived
Clerk	GAB 190	22 months after election	E AM	Waived
Clerk	Official canvas statements	10 years after election	§7.23(i)	Waived
Clerk	Proof of publication and correspondence relative to publication	1 year after election 22 months after federal election	§7.23(j) §7.23(f)	Waived
Clerk	Registration and poll lists	4 years after election	EAM	Waived
Clerk	Registration and poll lists-state, county, local	2 years	§7.23(e)	Waived
Clerk	Unused ballots and materials	3 business days after the canvass is complete	§7.23(a)	Waived
Clerk	Voter number slips	3 business days after the canvass is complete, 22 months after federal election	§7.23(a)	Waived

FINANCIAL RECORDS				
Custodian	Record	Retention Period	Authority	SHSW Notification
Treasurer	Accounts Payable	7 years	WMRM	Waived
Treasurer	Accounts receivable invoices	7 years	WMRM	Waived
Clerk	Annual Reports, Annual CT Financial Reports	Permanent	WMRM	N/A
Treasurer	Appropriation journal	15 years	WMCA	Waived
Treasurer	Appropriation journal voucher	15 years	WMCA	Waived
Treasurer	Audit reports	Permanent	WMCA	N/A
Treasurer	Bank deposits	7 years	WMCA	Waived
Treasurer	Bank Statements/Reconciliations	7 years	§59.61	Waived
Treasurer	Budget worksheets	3 years	WMRM	Waived
Treasurer	Cancelled checks	7 years	Chapter 83-7 2.06(g)	Waived
Treasurer	Check register	7 years	WMRM	Waived
Treasurer	Contracts	7 years after last effective date	WMRM	Notify
Treasurer	Claims filed against or paid by Village and supporting documents	7 years	Chapter 83-7 2.06(g)	Waived
Treasurer	Final Budget	Permanent	WMRM	N/A
Treasurer	General Ledger, General Journal, Journal voucher	15 years	WMRM	Notify
Treasurer	Investment records	7 years	WMRM	Waived
Treasurer	Leases	7 years after last effective date	Clerk	Waived
Treasurer	List of outstanding checks	7 years	WMRM	Waived
Treasurer	Personnel files	7 years	Clerk	Waived
Treasurer	Personnel recruitment and selection	1 year after event	Clerk	Waived
Treasurer	Purchase invoices, purchase orders, vouchers, bank statements and reconciliations, deposit books, stubs	7 years	WMRM	Waived
Treasurer	Receipts for payment	7 years	WMRM	Waived
Treasurer	Sales and use tax returns, schedules, work papers, etc	6 years	WMCA	Waived
Treasurer	State gas reports	3 years	Clerk	Waived
Treasurer	State shared aid payment notices	6 years after audit	WMRM	Waived

Treasurer	Trial Balance	7 years	WMRM	Waived
Treasurer	Voucher Journal	15 years	WMRM	Waived
Treasurer	Vouchers	7 years	WMCA	Waived
Treasurer	Weights and Measures Field Reports	3 years	WMRM	Waived
Treasurer	Workers Compensation Claims	Event + 12 years	§102	Waived

MUNICIPAL BORROWING RECORDS				
Custodian	Record	Retention Period	Authority	SHSW Notification
Treasurer	Bond payment register	7 years after bond issue has expired following payment of all outstanding matured bonds/notes/coupons, whichever is later	WMRM	Waived
Treasurer	Bonds and/or coupons	30 years after maturity	WMRM	Waived
Treasurer	Bond procedure records	7 years after bond issue has expired	WMRM	Waived
Treasurer	Cancelled bonds, coupons, promissory notes	Retain until audited	WMRM	Waived
Treasurer	Registers and certificates of destruction	7 years after bond issue has expired following payment of all outstanding matured bonds/notes/coupons, whichever is later	WMRM	Waived

PAYROLL RECORDS				
Custodian	Record	Retention Period	Authority	SHSW Notification
Treasurer	W-4 records, IRS W-9 records	5 years after being superseded	WMRM	Waived
Treasurer	All other Payroll related records	7 years	WMRM	Waived
	Annual report of federal income tax withheld	5 years	WMCA	Waived
Treasurer	Applications for employment and resumes of persons not hired	1 year after filling position	WMRM	Waived
Treasurer	Cancelled payroll checks	5 years	WMRM	Waived
Treasurer	Dept of Revenue WT-6, WT-7 records	5 years	WMRM	Waived
Treasurer	Deferred Compensation Records	8 years after end of service	WMRM	Waived
Treasurer	Employee earning records	5 years	WMCA	Waived
Treasurer	Employee time sheets	7 years	WMRM	Waived
Treasurer	Employment records	7 years following termination	WMRM	Waived
Treasurer	Federal deposit tax stubs	5 years	WMCA	Waived
Treasurer	Garnishment records	7 years	WMRM	Waived
Treasurer	I-9 records, IRS 1099 records	5 years	WMRM	Waived
Treasurer	Monthly memorandum report	5 years	WMCA	Waived
Treasurer	Payroll distribution record, check register, voucher, and support documents	7 years	WMCA	Waived
Treasurer	Premium due notices	5 years	WMCA	Waived
Treasurer	Quarterly report of state and Federal Income Tax Withheld, Payroll summary	5 years	WMCA	Waived
Treasurer	Retirement Records	8 years after end of service	WMRM	Waived
Treasurer	State quarterly report of wages paid	5 years	WMCA	Waived
Treasurer	Union contracts, grievances, mediation, and arbitration	Permanent	WMRM	Waived
Treasurer	W-2, W-3, 941 records	7 years	WMRM	Waived
Treasurer	Wage and tax statement	5 years	WMRM	Waived
Treasurer	Wisconsin Unemployment Tax and Wage reports	5 years	WMRM	Waived

PUBLIC WORKS, PARKS, ENGINEERING, ZONING RECORDS				
Custodian	Record	Retention Period	Authority	SHSW Notification
DPW Superintendent	Aerial photographs of park system	Permanent	WMRM	N/A
DPW Superintendent	Affidavit of organization and authority-successful bidders	Retain in the contract file 7 years after project completion	WMRM	Waived
DPW Superintendent	Affidavit of organization and authority-unsuccessful bidders	2 years	WMRM	Waived
DPW Superintendent	Annual reports	Permanent	WMCA	N/A
DPW Superintendent	Applications and permits	Permanent	Clerk	N/A
DPW Superintendent	As-built tracings	Retain for life of project	WMCA	Waived
DPW Superintendent	Bids and bid bonds-successful bid	7 years after completion of project	WMRM	Waived
DPW Superintendent	Bids and bid bonds-unsuccessful bid	2 years	WMRM	Waived
DPW Superintendent	Bid notices and affidavits of publication (if required), notice to contractors and all other related records	7 years after contract expiration	WMRM	Waived
DPW Superintendent	Bid tabulations	7 years after project completion	WMRM	Waived
DPW Superintendent	Bidder's proof of responsibility-successful bid	7 years after completion of project	WMRM	Waived
DPW Superintendent	Bidder's proof of responsibility-unsuccessful bid	2 years	WMRM	Waived
Clerk/Planner	Board of Zoning Appeals-supporting documents	Permanent	WMRM	N/A
Clerk	Comprehensive master plan	Permanent	WMRM	N/A
Planner	Conditional use grants	Permanent	WMRM	N/A
DPW Superintendent	Design manual and guides	7 years	WMRM	Waived
DPW Superintendent	Drug and alcohol testing records	2 years		Waived
DPW Superintendent	Excavation plans of private utilities	Permanent	WMRM	N/A
DPW Superintendent	Fire number and address change file	Permanent	WMRM	N/A
DPW Superintendent	Fuel usage reports	2 years	WMRM	Waived
DPW Superintendent	Heavy equipment and vehicle maintenance and inventory records	Life of the equipment	WMRM	Waived

DPW Superintendent	Inventory of Village Hall and Garage	Retain until superseded	WMRM	Waived
DPW Superintendent	Machinery time sheets	1 year after machinery is replaced	Clerk	Waived
DPW Superintendent	Manuals for equipment	Life of asset	Clerk	Waived
DPW Superintendent	Master park plan	Permanent	WMCA	N/A
DPW Superintendent	Master project files	20 years after the life of the structure	WMCA	Waived
DPW Superintendent	Master safety data sheets (toxic substances)	Event + 30 years. Event=date substance received	Clerk	Waived
DPW Superintendent	Notice to contractors-successful bid	7 years after the contract has expired	WMCA	Waived
DPW Superintendent	Notice to contractors-unsuccessful bid	2 year after purchase order issued	WMCA	Waived
DPW Superintendent	Official maps	Permanent	WMRM	N/A
Clerk	Park reservation requests	30 days	WMCA	Waived
DPW Superintendent	Performance bond	7 years after project completion	WMRM	Waived
Clerk	Plan commission minutes and supporting documents	Permanent	WMCA	N/A
DPW Superintendent	Profile and grade books	Permanent	WMCA	N/A
DPW Superintendent	Purchasing records	7 years	WCMA	
DPW Superintendent	Request for proposals	7 years	Clerk	Waived
DPW Superintendent	Section corner monument logs	Permanent	WMCA	N/A
Treasurer	State Highway aids program records	7 years after audit	WMRM	Waived
DPW Superintendent	Street and sidewalk maintenance and repair records	25 years	WMRM	Waived
DPW Superintendent	Street vacations and dedications, copies	Retain for active reference life	WMRM	Waived
DPW Superintendent	Structure plans for municipal buildings and bridges	Retain for life of the structure	WMRM	Waived
DPW Superintendent	Tree planting, inspection, removal records	25 years	WMRM	Waived
DPW Superintendent	Vehicle usage reports	2 years	Clerk	Waived

TAX RECORDS				
	Record	Retention Period	Authority	SHSW Notification
Treasurer	Escrow Account List	Retain until superseded	WMRM	Waived
Treasurer	Final Levy Worksheet SL-202	5 years	WMRM	Waived
Treasurer	Final worksheet for determining allowable levy	5 years after audit	WMRM	Waived
Treasurer	Illegal tax certificated charged back to Village	3 years	Chapter 83-7 2.06(g)	Waived
Treasurer	Real and Personal Property Tax Roll	15 years and transfer to SHSW if postponed or delinquent taxes are not transferred to the county treasurer	WMRM	Waived
Treasurer	State Shared Revenue notices Other State and County revenue notices	6 years	WMRM	Waived
Treasurer	Statement of taxes remaining unpaid	Retain with tax roll	WMRM	Waived
Treasurer	Tax Credit Certifications PC-201 and PC-201A, Tax Settlement Receipt PC-502, Municipal Treasurer's Settlement PC-501	5 years after audit	WMRM	Waived
Treasurer	Tax appeals and hearing	7 years	WMRM	Waived
Treasurer	Tax levy certifications of school district clerks, Certificates of Apportionment	3 years	Chapter 83-7 2.06(g)	
Treasurer	Tax receipts	7 years	WMRM	Waived

7a



VILLAGE OF RICHFIELD

VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: December 19, 2013

SUBJECT: Richfield Volunteer Fire Company 2014 Contract
 DATE SUBMITTED: December 6, 2013
 SUBMITTED BY: Joshua Schoemann, Village Administrator

POLICY QUESTION: SHOULD THE VILLAGE BOARD AUTHORIZE THE VILLAGE ADMINISTRATOR TO EXECUTE A CONTRACT WITH RICHFIELD VOLUNTEER FIRE COMPANY FOR FIRE AND EMERGENCY MEDICAL SERVICES?

ISSUE SUMMARY

Annual approval of contract for fire and emergency medical services with the Richfield Volunteer Fire Company Inc. Please see attached contract.

FISCAL IMPACT:

REVIEWED BY: *Deanna Jackson*
 Deputy Treasurer

Initial Project Costs: per contract
 Future Ongoing Costs: per contract
 Physical Impact (on people/space): none
 Residual or Support/Overhead/Fringe Costs: none

ATTACHMENTS:

1. 2014 Contract
2. 2014 Village Budget

STAFF RECOMMENDATION:

A motion to approve a contract for fire and emergency medical services with the Richfield Volunteer Fire Company covering the period January 1, 2014 through December 31, 2014.

APPROVED FOR SUBMITTAL BY:

CF
 Village Staff Member
JS
 Village Administrator

VILLAGE CLERK'S USE ONLY
 BOARD ACTION TAKEN

Resolution No. _____
 Ordinance No. _____
 Approved _____
 Other _____

Continued To: _____
 Referred To: _____
 Denied _____
 File No. _____



RICHFIELD VOLUNTEER FIRE COMPANY

2008 Highway 175 • Box 207 • Richfield, WI 53076 • Phone: (262) 628-1601

Email: rvfd@richfieldfire.com • www.richfieldfire.com

November 18, 2013

Village of Richfield
4128 Hubertus Road
Hubertus, Wi. 53033



Attn. Village Board

Dear Village Board,
Enclosed is the Fire and Emergency Medical Services Contract for 2014.
Please sign the back page and return it to our department as soon as you can.
If there are any questions, feel free to contact me.

Sincerely,
Donald Leininger, Secretary

Richfield Volunteer Fire Company



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Village of Richfield

Fire and Emergency Medical Services Contract

JANUARY 1, 2014 - DECEMBER 31, 2014

THIS AGREEMENT made and entered into, by and between RICHFIELD VOLUNTEER FIRE COMPANY, INC. of the Village of Richfield, Washington County, Wisconsin, hereinafter referred to as the FIRE COMPANY, and the VILLAGE of RICHFIELD Washington County, Wisconsin, a municipal corporation, hereinafter referred to as the "VILLAGE".

WHEREAS, THE VILLAGE desires Fire Protection and Emergency Medical Services for its residents and has power under Section 61.64 and 61.65 of the Wisconsin State Statutes to enter into agreements for the purpose of obtaining Fire Protection and Emergency Medical Services, and Fire Inspections.

WHEREAS, the Fire Company can render such Fire Protection and Emergency Medical Services,

WITNESSETH:

1. The Fire Company agrees to furnish Fire Protection and Emergency Medical Services for the entire Village for the term of one year commencing with January 1, 2014 and the Village agrees to pay the Fire Company for furnishing of said Fire Protection and Emergency Medical services the sum of Four Hundred Fifty Six Thousand, Nine Hundred Seven Dollars, and Sixty Nine Cents,(\$456,907.69) To be paid in twelve monthly installments of Thirty Eight Thousand, Seventy Five Dollars, and Sixty Four Cents.(\$38,075.64)
2. It is further agreed that the Village and the Fire Company and its individual members shall be relieved of any legal liability by reason of this contract in the event said Fire Company is delayed or shall fail to respond to a fire or emergency medical call because of conditions beyond its control.
3. This agreement shall continue from year to year hereafter on the same terms and conditions unless changed or terminated in writing. Notice of termination must be served



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in writing by registered or certified mail; return receipt requested at least NINETY (90) days before the annual expiration date and shall be served on the President of the Village and the Chief of the Fire Company.

4. Public Records Responsibilities Contract Terms

Village and Fire Company recognize that applying applicable Wisconsin public records laws to particular records requests can be difficult, in light of copyright, HIPPA, and other confidentiality protections. To ensure that applicable laws are followed, both with regard to private rights, and with regard to public records laws, Village and Fire Company agree as follows. When Village receives public records requests for matters that Village believes are in the Fire Company possession, Village will notify Fire Company of the request. Within three (3) days of such notification (subject to extension of time upon mutual written agreement), Fire Company shall either provide Village with the record that is requested, for release to the requestor; or Fire Company shall advise Village that Fire Company objects to the release of the requested information, and the basis for the objection. If for any reason Village concludes that Village is obligated to provide a record to a requestor that is in Fire Company's possession, Fire Company shall provide such records to Village immediately upon Village's request. Fire Company shall not charge for work performed under this paragraph, except for the "actual, necessary and direct" charge of responding to the records request, as that is defined and interpreted in Wisconsin law. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement or documents incorporated herein by reference, Fire Company shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the defense of any claim asserted or imposed upon the Village, its officers, agents, employees and independent Fire Company growing out of (i) Village's denial of a records request, based upon objections made by Fire Company, or (ii) Fire Company's failure to provide records to Village upon Village's request; or (iii) Village's charges made to a records requestor, based upon reimbursement of costs Fire Company charged to Village in responding to a records request; or (iv) Village's lack of timely response to a records request, following Fire Company's failure to timely respond to Village as required herein; or (v) Village's provision of records to a requestor that were provided to Village by Fire Company in response to a records request. Fire Company's claims of proprietary rights, or any other copyright or confidentiality claims, shall be waived such that Village may provide all requested documents, programs, data, and other records to the requestor, upon failure by Fire Company to defend, indemnify or hold harmless the Village as required herein, and/or upon judgment of a court having jurisdiction in the matter requiring release of such records.



RICHFIELD VOLUNTEER FIRE COMPANY

2008 Highway 175 • Box 207 • Richfield, WI 53076 • Phone: (262) 628-1601

Email: rvfd@richfieldfire.com • www.richfieldfire.com

5. That the Fire Department shall furnish liability insurance, workman's compensation insurance and other insurance, and the VILLAGE shall have no obligation to so do; and the said Fire Department further agrees to indemnify, protect, defend and save harmless the VILLAGE, and any of its officers, employees, agents, and independent contractors from any and all claims, demands, actions, settlements, omissions, defaults, or occurrences arising out of or related to the performance or mis-performance of this Agreement by said DEPARTMENT-COMPANY or any of its officers, agents, or employees other than as set forth in the preceding sentence.

IN WITNESS WHEREOF, the parties have hereunto set hands and seals this
18th day of November, 2013.

RICHFIELD VOL. FIRE CO.

Terry Kohl
Terry Kohl, Chief

Daniel W. Neu
Dan Neu, President

Department Seal

VILLAGE OF RICHFIELD

President

Trustee

Trustee

Trustee

Trustee

Contracted Village Services



Richfield Volunteer Fire Company Duties

The Richfield Volunteer Fire Company (RVFC) is a private, non-profit company that provides emergency services for 49 square miles of Washington County. They cover the entire Village of Richfield, the Town of Germantown, three sections in the Town of Polk and eight sections in the Town of Erin.

Fire Expenditure Budget

	2012	2013	2013	2014	%
FIRE PROTECTION	ACTUAL	BUDGET	AS OF 8/31	BUDGET	CHANGE
RICHFIELD FIRE COMPANY	\$439,558	\$446,263	\$296,638	\$452,750	1%
RICHFIELD INSURANCE DUES	\$47,941	\$48,000	\$46,724	\$48,000	0%
FIRE INSPECTION FEES	\$324	\$1,020	\$150	\$500	-51%
TOTAL FIRE PROTECTION	\$487,823	\$495,283	\$343,512	\$501,250	1%

Goal

The goal of the Richfield Volunteer Fire Company is to minimize loss of life and property for the Village of Richfield and other contracted sections, from fires, natural disasters, life threatening situations and to assist other emergency agencies.

Call Volume for 2012	
RESCUE CALLS	425
FIRE CALLS	97
TOTAL RESPONSES	522



7b



VILLAGE OF RICHFIELD

VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: December 19, 2013

SUBJECT: 2014 Groundwater Monitoring Program
 DATE SUBMITTED: December 06, 2013
 SUBMITTED BY: Joshua Schoemann, Village Administrator

POLICY ISSUE: SHOULD THE VILLAGE BOARD RENEW THE CONTRACTUAL AGREEMENT TO CONTINUE WITH THE GROUNDWATER MONITORING PROGRAM IN 2014 AS ADMINISTERED BY DR. DOUGLAS CHERKAUER?

ISSUE SUMMARY:

The Village desires to continue its groundwater monitoring program for 2014. Dr. Cherkauer has provided the attached proposal for 2014.

FISCAL IMPACT:

REVIEWED BY: *Anna Jansen*
 Village Deputy Treasurer

Initial Project Costs: Per Agreement
 Future Ongoing Costs: None
 Physical Impact (on people/space): None
 Residual or Support/Overhead/Fringe Costs: None

ATTACHMENTS:

1. Proposed 2014 agreement
2. 2014 Budget

STAFF RECOMMENDATION:

Motion to approve an agreement with Dr. Douglas Cherkauer to continue the Groundwater Monitoring Program and groundwater permit review for 2014 per the proposed 2014 agreement.

APPROVED FOR SUBMITTAL BY:

CF
 Village Staff Member
JS
 Village Administrator

VILLAGE CLERK USE ONLY
 BOARD ACTION TAKEN

Resolution No. _____
 Ordinance No. _____
 Approved _____
 Other _____

Continued To: _____
 Referred To: _____
 Denied _____
 File No. _____

Proposed Agreement for ground water monitoring in Richfield for 2014

The Village of Richfield and Dr. D. S. Cherkauer hereby enter into an agreement to continue the monitoring and analysis of the Village's ground water resources for the calendar year 2014. This agreement follows the concept approved by the Village Board at its meeting of December xx, 2013.

Dr. Cherkauer will undertake the following tasks:

1. measure water levels at the wells and streams of the Village's monitoring array (not to exceed 125 hours without Village permission),
2. maintain the data and report on it to the appropriate Village representatives at least once during the year (not to exceed 20 hours without Village permission),
3. collect samples for bacterial analysis from all wells within the array (not to exceed 30 hours without Village permission), and
4. review ground water studies generated under the Village's Ground Water Protection Ordinance as submitted to him by the Village Administrator, Planner, or other appropriate official. [Per the approval by the Village Board, this task is not to exceed 50 hours without Village permission.]

Cherkauer will invoice the Village quarterly for his time spent on tasks 1 to 4 at the rate of \$75/hour. The invoice will provide the distribution of the time spent.

In addition, the budget approved by the Village Board contains \$2350 for expenses. The incidental costs for personal vehicle use and supplies related to the field work will be included in the quarterly invoices, with receipts as appropriate. A more substantial expense is \$1650 for lab charges for bacterial analyses, which are done every other year. Arrangements will be made for the lab to bill the Village directly for this item.

Cherkauer has personal liability/umbrella insurance to cover his activities, as well as full automobile insurance coverage.

The undersigned confirm the terms of the agreement as stated above:

Joshua Schoemann, Administrator, Village of Richfield

Date: _____

Douglas Cherkauer, Hydrogeologist

Date: _____

Community Services and Planning

- Continued to manage and act as the Village's 'webmaster'
- Installed online payment feature on the Village's website for Plumbing, Electrical, and HVAC permits
- Expanded the Village's social media presence by developing their YouTube and Instagram accounts

- Managed the distribution of the Village's Richfield Happenings newsletter
- Managed the Village's formal complaints received from residents and handled enforcement of the Village's municipal code of ordinances
- Wrote numerous press releases that were published in regional papers

Community Services, Planning and Zoning Expenditure Budget

	2012	2013	2013	2014	%
PLANNING AND ZONING	ACTUAL	BUDGET	AS OF 8/31	BUDGET	CHANGE
ASSISTANT TO THE ADMINISTRATOR	\$42,229	\$44,109	\$28,639	\$44,550	1%
CONSULTING SERVICES	\$11,669	\$12,000	\$5,172	\$32,000	167%
ARCHITECTURAL REVIEW BOARD	\$300	\$1,350	\$360	\$1,350	0%
PLAN COMMISSION	\$2,190	\$2,250	\$1,020	\$2,250	0%
ZONING APPEALS BOARD	\$0	\$1,000	\$0	\$1,000	0%
SOCIAL SECURITY	\$3,351	\$3,726	\$2,237	\$3,760	1%
HEALTH INSURANCE	\$7,567	\$11,000	\$6,590	\$7,700	-30%
PENSION	\$2,504	\$2,933	\$1,905	\$3,119	6%
DUES AND MEMBERSHIPS	\$521	\$310	\$291	\$310	0%
MILEAGE	\$0	\$0	\$128	\$0	0%
SEMINARS AND TRAINING	\$355	\$725	\$836	\$525	-28%
PROFESSIONAL SERVICES	\$10,166	\$20,000	\$5,735	\$20,000	0%
CAPITAL OUTLAYS	\$20,328	\$28,000	\$0	\$3,000	-89%
TOTAL PLANNING AND ZONING	\$101,210	\$127,403	\$52,913	\$119,564	-6%

7c



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

7c

MEETING DATE: December 19, 2013


SUBJECT: Election Inspector Appointments
DATE SUBMITTED: December 12, 2013
SUBMITTED BY: Caroline Fochs Deputy Clerk

ISSUE SUMMARY: SHOULD THE BOARD APPOINT THE ATTACHED LIST OF ELECTION INSPECTORS?

Every December of odd-numbered years, State Statutes require the Village Board (re)appoint election inspectors to administer elections for the next two years. The Parties (Republican and Democrat) had until December 4 to submit a list of their parties' workers to the Clerk. The goal of the list is to create a balance of poll worker affiliation at each election. The Republican Party has submitted a list of election inspectors which is attached. No such list was submitted by the Democratic Party. Work assignments must be taken from the lists in the order they have been submitted.

FISCAL IMPACT:

Initial Project Costs: None
Future Ongoing Costs: None
Physical Impact (on people/space): None
Residual or Support/Overhead/Fringe Costs: None

REVIEWED BY: 
Village Deputy Treasurer

ATTACHMENTS:

1. List of election inspector appointments

STAFF RECOMMENDATION:

Motion to approve the attached list of election inspectors from January 1, 2014 –December 31, 2015.

APPROVED FOR SUBMITTAL BY:


Village Staff Member

Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

7 d



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: December 19, 2013

SUBJECT: Auto and Liability Insurance
DATE SUBMITTED: December 06, 2013
SUBMITTED BY: Joshua Schoemann, Village Administrator

POLICY ISSUE: SHOULD THE VILLAGE BOARD DIRECT THE VILLAGE ADMINISTRATOR TO EXECUTE AN AGREEMENT FOR AUTO PHYSICAL DAMAGE, WORKERS COMPENSATION AND LIABILITY INSURANCE?

ISSUE SUMMARY:

Over the course of the past twelve to eighteen months the Village Board has indicated their desire to review any number of contracted services, with the intent to "shop" these contracts around to ensure that taxpayers are getting the biggest bang for their tax dollar. In accordance with this directive, specifically relative to insurance, Staff has initiated an effort to solicit proposals from three companies for the servicing of Automobile, Workers Compensation and General Liability Insurance.

Following an in-depth analysis by each of the three companies, the Village received three proposals from the following companies: Ansay & Associates (representing EMC Insurance), R&R Insurance (representing the League of Wisconsin Municipalities Insurance) and our current broker HNI (representing Community Insurance Corp.). Upon initial review the lowest cost provided by these proposals was through R&R Insurance.

To get a better understanding, and a more thorough analysis, of the proposals Village Staff solicited the assistance of Trustee Voss to review the totality of the proposals. After reviewing the details of the proposals Trustee Voss confirmed Staff's initial observation, that R&R was in fact the lowest cost proposal. In addition, after discussing the proposal in greater detail our team identified an additional savings opportunity: Beyond switching our liability policies to the League of Wisconsin Municipalities Mutual Insurance (LWMMI), if we were to also switch our Automobile Physical Damage coverage we could save an additional \$9,000.

After a final analysis of the proposals, considering that at this time our team believes it best to leave our proper insurance with the Local Government Property Fund (LGPF), the above referenced firms came back with the following proposals:

HNI	\$33,442	+	LGPF (APD)	\$14,111	=	\$47,553*
Ansay	\$41,677				=	\$41,677*
R&R	\$34,510				=	\$34,510*

*All proposals include an additional \$5,884 for Property Insurance through LGPF. This will be reconsidered for 2015.

With these proposals in mind you can see that the lowest cost proposal is that of R&R Insurance, which if you include the LGPF Property Insurance rate the total cost to the Village in 2014 would be \$40,394. As you can see from the attached budget, by making this change the Village will save roughly \$18,500 from what was budgeted in 2014.

FISCAL IMPACT:

REVIEWED BY: Donna Johnson
Village Deputy Treasurer

Initial Project Costs: Per Agreement
Future Ongoing Costs: None
Physical Impact (on people/space): None
Residual or Support/Overhead/Fringe Costs: None



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: December 19, 2013

SUBJECT: Auto and Liability Insurance
DATE SUBMITTED: December 06, 2013
SUBMITTED BY: Joshua Schoemann, Village Administrator

ATTACHMENTS:

1. R&R, Ansay and HNI Proposal Summaries
2. 2014 Insurance Budget


STAFF RECOMMENDATION:

Motion to direct the Village Administrator to execute a contract with R&R Insurance the described insurance policies, with the understanding that in preparation for 2015 Village Staff will solicit proposals for Property Insurance as well.

APPROVED FOR SUBMITTAL BY:



Village Staff Member



Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

Village of Richfield
 Bill King II / Holly Rabe
 Effective: 1/1/2014 - 1/1/2015

version 3

Company Year Coverages	Prior Year CIC 2013	Current Year - By Companies Quoting		
		LWMMI 2014	Difference	
General Liability		\$6,143.00*		
Police Prof Liability		\$278.00*		
Public Officials Liability		\$3,239.00*		
Auto Liability		\$5,340.00*		
APD	\$14,111.00	\$5,040.00		
Package Total	\$33,182.00	\$20,040.00	-\$13,142.00	-40%
Crime	\$829.00	\$931.00 <i>Hanover</i>	\$102.00	12%
Boiler & Machinery	\$768.00	\$695.00 <i>Liberty</i>	-\$73.00	-10%
Other Coverages Subtotal	\$1,597.00	\$1,626.00	\$29.00	2%
Workers Compensation	\$12,844.00	\$12,844.00	\$0.00	0%
Estimated Premium	\$47,623.00	\$34,510.00	-\$13,113.00	-28%

Package

* Premium quoted is for \$5M Liability limit.
 Expiring Liability limit is \$3M.

Crime

** Premium quoted is for \$250,000 limit and includes Computer Crime/Fraud.
 Expiring limit is \$150,000 and excludes Computer Crime/Fraud.
 Hanover quote is subject to acceptable response regarding segregation of duties.

PREMIUM SUMMARY

<u>Coverage</u>	<u>EMC</u> <u>2014-2015</u>
Property	\$4,103
General Liability	\$ 9,869
Linebacker	\$ 6,268
Government Crime	\$190
Automobile	\$12,172
Umbrella	\$ 6,430
Sub-Total	\$ 39,032
Worker's Compensation	\$ 11,835
Payroll	\$533,162
Experience Modification	(0.83)
Annual Premium	\$50,867 \$46,764
Dividend Offer*	10% Flat \$41,677 net (assumes 10% of \$50,867)

*Dividends by law cannot be guaranteed and must be declared by the board of directors.

PAYMENT PLANS

<u>Available Payment Plans</u>	<u>Amount Due</u>
20% Down Payment w/Monthly Installments	\$ 10,173.40



PREMIUM SUMMARY

LINE	DESCRIPTION	2012-2013	2013-2014	INSURANCE COMPANY
1	Municipal Liability			COMMUNITY INSURANCE CORPORATION
2	General/Auto/E&O - \$3,000,000	\$17,164	\$17,734	
3	Deductible Fund Escrow	\$ 1,907	\$1,950	
4	Total Outlay	\$19,071	\$19,504	
5	Crime	\$ 829	\$829	FIDELITY & DEPOSIT COMPANIES
6	Positional Schedule Bond	\$ 100	\$100	FIDELITY & DEPOSIT COMPANIES
7	Boiler & Machinery	\$ 768	\$768	HARTFORD STEAM BOILER
8	SUBTOTAL	\$ 20,768	\$21,201	
9	Workers Compensation	\$ 16,977	\$12,241	BENCHMARK INSURANCE COMPANIES
10	TOTAL	\$ 37,745	\$33,442	
11	Pay plan - Direct pay		\$14,111	APD
12	Optional General Liability Deductible, \$5,000 Deductible: \$16,578 + Deductible Fund Escrow \$2,926 = \$19,504. Annual Premium		\$47,553	

Aegis (CIC) :

*General, Automobile, Board Legal and Police Professional Liability provided under ONE single policy form, coverage is not available on a mono line basis.

We accept and request this proposal be bound on our behalf:

Contracted Village Services

Insurance Budget

	2012	2013	2013	2014	%
INSURANCE	ACTUAL	BUDGET	AS OF 8/31	BUDGET	CHANGE
WORKER'S COMPENSATION	\$23,722	\$25,000	\$16,977	\$15,000	-40%
PROPERTY INSURANCE	\$4,639	\$5,172	\$3,383	\$5,586	8%
PUBLIC OFFICIAL LIABILITY	\$829	\$925	\$829	\$925	0%
LIABILITY INSURANCE	\$23,099	\$25,755	\$25,755	\$27,815	8%
VEHICLE INSURANCE	\$7,862	\$8,766	\$8,766	\$9,467	8%
EMPLOYEE BONDS	\$100	\$112	\$100	\$112	0%
TOTAL INSURANCE	\$60,251	\$65,730	\$55,810	\$58,905	-10%

Engineering Services Year in Review

- ◆ Worked with Department of Public Works Supervisor to create and implement a Highway Improvement Plan
- ◆ Oversaw construction agreements on the impending Bark Lake Boat Launch

Engineering Services Budget

	2012	2013	2013	2014	%
ENGINEERING	ACTUAL	BUDGET	AS OF 8/31	BUDGET	CHANGE
DEVELOPMENT REVIEW AND INSPECTION SERVICES	\$7,835	\$10,000	\$612	\$5,000	-50%
ENGINEERING SERVICES	\$13,353	\$10,000	\$2,605	\$5,000	-50%
TOTAL ENGINEERING	\$21,188	\$20,000	\$3,217	\$10,000	-50%

7 e

7e



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: December 19, 2013

SUBJECT: Change of Polling Location for all 2014-2015 Elections
DATE SUBMITTED: December 12, 2013
SUBMITTED BY: Joshua Schoemann, Village Administrator

ISSUE SUMMARY: SHOULD THE BOARD APPROVE A CHANGE IN VOTING LOCATION FOR 2014-2015?

Beginning in late 2012, Village Staff became aware that the Northbrook Church was planning a significant addition and remodel to the existing structure. It was communicated to Staff by Northbrook Church employees and pastors that every effort would be made to accommodate the Village in holding elections at their location during the addition/remodel. In anticipation of the possibility that the construction would be too disruptive to the election process, Staff sought out other possible facilities in the Village that could be used to hold Village-wide elections, including a Gubernatorial Election which will take place on November 4, 2014.

During the 2013 summer months, Staff visited area facilities that they felt could accommodate an election. The attached 2014-2015 Elections Plan outlines the facilities considered, the issues, as well as the pros and cons of each facility. The report also addresses notification options in the event that a move was warranted, in an attempt to reach each and every resident and make them aware of the changing polling location.

In late October, the Staff at Northbrook Church indicated they did not have confidence that they could host the fall 2014 elections at the level the public expects, thus making a move necessary. Since the work had already been done as to where we could move the elections and how it would be done, all that was left was implementing the Plan.

Although Church staff indicated the Village was welcome to hold the spring elections at the church, it is recommended that in order to reduce confusion and ensure continuity as much as possible, all 2014 elections should be moved. This would allow for residents to get used to going to a new polling location, and for poll workers to work out all the "kinks" of a new location prior to the high turn-out of a November Gubernatorial election.

The Crown of Life School was chosen as the most fitting facility and location to hold the elections. The elections would be held in the gymnasium. Not only is the building centrally located, but the parking lot and traffic are favorable to high vehicle volume. Pastor Helwig of Crown of Life Church has expressed a willingness to work with Staff, and has confirmed that they will make their facility available to us for all of our needs.

FISCAL IMPACT:

REVIEWED BY: *Deanna Janson*
Village Deputy Treasurer

Initial Project Costs: \$150 – newspaper publication

Future Ongoing Costs: \$500 – Additional signage, publicity

Physical Impact (on people/space): Inconvenience/confusion of change in polling location

Residual or Support/Overhead/Fringe Costs: \$250 – janitorial and/or incidental

ATTACHMENTS:

1. E-mail dated October 23, 2013 from Pam Arbeiter, Connections Ministry Assistant of Northbrook Church
2. 2014-2015 Election Plan

STAFF RECOMMENDATION:

Motion to authorize the use of the Crown of Life School for the official polling place of the 2014-2015 Elections.



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: December 19, 2013

SUBJECT: Change of Polling Location for all 2014-2015 Elections
DATE SUBMITTED: December 12, 2013
SUBMITTED BY: Joshua Schoemann, Village Administrator

APPROVED FOR SUBMITTAL BY:

CF

Village Staff Member

Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

Deputy Clerk

From: Pam Arbeiter [parbeiter@northbrookchurch.org]
Sent: Wednesday, October 23, 2013 2:00 PM
To: Deputy Clerk; Joshua Schoemann
Cc: Bob Boerner; Joe McAlpine; John Phelan
Subject: 2014 Elections

Hi Caroline and Josh,

Thanks for your patience as we've worked through the many details and considerations with regard to elections and our building expansion. Where we have settled after much discussion is that Northbrook would be happy to serve as the polling location for the potential February 18th election and the April 1st election. As for the August 12th and November 4th elections, we just don't have complete confidence that we can provide the level of service that is required to successfully host these events.

With that said, if the Village of Richfield would like to use our campus February 19th and April 1st, we gladly offer it to you. But in good conscience we must respectfully ask that the Village secure another location for August 12th and November 4th.

Northbrook understands completely that it may make more sense to utilize the same location for ALL 2014 elections and we would respect that decision. We genuinely enjoy our partnership and welcome continued conversation as our construction progresses to discuss 2015 elections. We are confident that our new facility will be an even better venue for elections going forward!

Please let me know if you have any questions or comments and thank you again for your continued partnership.

Sincerely,

Pam Arbeiter
Connections Ministry Assistant
Northbrook Church
262 628-3142 ext. 119

2014-2015 Elections Plan

INTRODUCTION:

Over the past eight years, Richfield voters have voted at the Northbrook Church 4104 Hwy 167, Richfield. The church is large enough to accommodate Richfield's four voting districts. We occupy three rooms for voting, and an additional room for registration. In late 2012 it was brought to staff's attention that the church will be undergoing major changes in 2014-2015. Specifically, constructing an addition to the south side of the church and adding a separate youth building. The construction at this point is slated to begin as soon as the ground thaws in 2014, and is anticipated to take over a year to complete.

Six elections could possibly be affected: February 18, 2014, April 1, 2014, August 12, 2014, November 4, 2014, February 17, 2015, and April 7, 2015, with the largest voter turn-out anticipated for the November 4, 2014 election, which is a gubernatorial election. The church is available to Village staff each Monday morning prior to the election for setup, all day and night Tuesday for the election, and Wednesday morning for take down.

While the two construction areas are not in the portion of the facility that is used for elections, this construction will impact election administration in four ways:

1. Traffic in and out of the parking lot due to the west exit being removed and a roundabout installed off Hwy 167
2. Noise and or construction issues on Election Day
3. Reduced parking spaces which may cause backups on Hwy 167 creating a dangerous traffic situation
4. Handicap accessibility

Due to the issues outlined above, and due to church staff not having complete confidence that they can provide the level of service that is required to successfully host these events, staff has taken the time to create election option plans for a voting venue change. In an email dated October 23, 2013, a representative from the Northbrook Church confirmed that they are not able to host the 2014 fall elections.

LOCATION OPTIONS:

Early in 2013 staff identified four area facilities that would be large enough to hold an election: Richfield Elementary School, Friess Lake School, Crown of Life School, and the Sterling Chalet. After visiting each location, staff identified advantages and disadvantages for each, as well as the pros and cons of remaining at the Northbrook Church for the spring elections. Keep in mind that the facility that is used must be available not only on election day, but on the Monday before each election for set up and the Wednesday after each election for tear down.

Richfield Elementary School 3117 Hwy 167, Richfield

This was logically the first option because in 2011 elections were moved to their gymnasium for the July and August primary and recall elections. Administration stated they would be happy to work with us again. For the recall elections it worked well, however only a fraction of the

village took part in this election, and parking was an issue. The school's future plans involve expanding their parking lot, but not until 2015.

The November 2014 election will be a gubernatorial race, and have very heavy voter turnout. The option of shuttling voters by bus to and from Pioneer Bowl was discussed. Richfield School is not very centrally located. Although this is an option, I feel it would not be the best alternative.

Friess Lake School 1750 Hwy 164, Hubertus

Staff visited Friess Lake School and was given a tour of the facility. Upon initially arriving at the school, it was noted that the parking and traffic issues would be minimal. The parking lot had good flow, and there are several ways in and out of the lot. The school's gymnasium which would work best for our needs was ideally located right inside the front doors. However it was indicated that they would not be willing to give up that space for our use. Next I was shown classrooms which could be available, but they were not convenient for voters. The Library would be large enough, but extensive moving of furniture would be necessary, and it is not located close to exterior doors. Friess Lake School is not very centrally located. Although school administration said they could work with us, they did not necessarily want the elections at their facility. I feel this would not be the best alternative.

Crown of Life School 1292 Tally Ho Trail, Hubertus

Staff visited Crown of Life School and toured the areas of the school that would work the best for our needs. Two options were presented. One using separate classrooms and open areas, and the second was to use the gymnasium. Since church/school staff is willing to accommodate our needs, the gymnasium would be a better fit for us. There is an adjoining room we could use for our breaks and meals. The parking would be a bit challenging especially during elections busiest time 6:45 am - 8:00 am, but it would appear to be workable. The school is most centrally located of all the options. This would be a good option for moving elections.

The Sterling Chalet 1271 Hwy 175, Hubertus

Staff visited the Sterling Chalet. The space available is open and would be adequate for four districts and registration. The parking lot would have more than enough parking available to voters. The biggest obstacle in moving elections to the Chalet is there is only one driveway in and out of the parking lot, which would enter and exit onto Hwy 175. During busy hours, this could cause a dangerous traffic situation. The Village uses this facility from time to time for holding larger than normal meetings, and in the past there has been a fee associated with using this facility. Although the owner is willing to accommodate us, this location is not centrally located, and I feel it would not be the best alternative.

Northbrook Church 4104 Hwy 167, Richfield

Church staff has indicated that they would like to retain the elections at their church for February and April, 2014 while construction is underway. However, we will not be able to hold the fall 2014 elections at their facility.

OPTIONS:

Plan #1 Moving August and November elections only

Since holding fall elections at Northbrook Church is not possible, the option of moving the August and November elections to the Crown of Life gymnasium should be considered. Confusion on Election Day would be my primary concern. Since we have experience moving polling locations—we moved two recall elections in 2011, we know firsthand that advertising the move is a priority. We would follow the notification plan outlined below, in an effort to reach every voter, and add one element.

On Election Day at the polls in February and April, poll workers would hand out fliers to every voter upon their departure, informing them of the change of voting location. That flier would also be placed in every absentee ballot mailed for these elections and handed to every voter that visits Village Hall to vote absentee. In the last four years, an average of 3295 residents have participated in April elections as compared to an average of 6910 voters in November elections. Therefore we would reach 47% of likely November voters by handing out fliers during the April election.

The August election would take place prior to school being back in session at Crown of Life making parking and traffic less of an issue for the primary election, however there is an onsite daycare that runs year-round and drop off/pick up times should be considered. The November election would take a comprehensive traffic plan, including the Village DPW staff, Washington County Sheriff's Department and other volunteers to direct traffic and keep voters, children and others safe.

An information campaign encouraging residents to vote absentee either by mail or at the Village Hall prior to election day would be emphasized. This would minimize vehicle and foot traffic at the church. Our notification plan would be used to relay to voters that the polling location has changed and we could even go so far as to mail a postcard to every resident with an absentee application included. Additional after hours and/or Saturday options for voting absentee at Village Hall could be offered, keeping in mind that State Statutes are somewhat restrictive now in the hours voters are allowed to vote absentee, and may be even more restrictive with current pending legislation.

Plan #2 Moving all elections

Moving all elections to the Crown of Life gymnasium should also be considered. The facility is centrally located, church/school staff is willing to work with Village staff, parking and traffic issues could be anticipated for both vehicle and foot traffic. The risk is that we move the elections and the construction does not go forward as planned and we have moved all elections even though the church was available. The church construction plans have not been approved by the Village, and delays in construction are common place.

An information campaign encouraging residents to vote absentee either by mail or at the Village Hall prior to election day would be emphasized. This would minimize vehicle and foot traffic at the church. Our notification plan would be used to relay to voters that the polling location has changed and we could even go so far as to mail a postcard to every resident with an absentee application included. Additional after hours and/or Saturday options for voting absentee at Village Hall could be offered, keeping in mind that State Statutes are somewhat restrictive now

in the hours voters are allowed to vote absentee, and may be even more restrictive with current pending legislation.

NOTIFICATION:

Whenever an election location is moved, a large consideration must be made as to how the public will be notified. I suggest the following ways to inform the public of the change in voting location.

1. Village website including Facebook

I would feature this issue on the front page of the website 3-4 weeks before each election. I would also update the Elections page of the website as soon as the decision is made, and maintain it as the featured item for the entire time the elections will be moved, through 2015 if necessary. In addition, the Government Accountability Board would show this change of voting location on their website for anyone who visits. This would reach the younger and more computer savvy resident.

2. Village newsletter

A front page article would be in each newsletter edition that immediately precedes the election. Informational articles would be in every issue from the time the decision has been made. The newsletters are mailed to every home in the Village, reaching a high percentage of total voters.

3. West Bend Daily News

Press releases, public notices and articles would be a key way to further publicize the change. This would reach only those that subscribe to this newspaper.

4. Postcard mailing to every address in Richfield

A postcard would be sent to every home in Richfield prior to the first election that will be moved, informing voters of the change. This would reach every voter in the Village.

5. Public information signs such as those at the Richfield Shopping Center, Lions Club Board, First National Bank of Hartford, and Friess Lake School

I would reach out to those with access to public signs to advertise the change of voting location at least one week prior to each election. This would reach all those that visit/view these locations

6. Posting notice on the posting boards

A posting would be placed in each of our posting locations: Village Hall, Hubertus Post Office, Colgate Post Office, and the Richfield Post Office. This would reach all those that visit/view these locations

7. Handing out and mailing out fliers

Upon departure from the polling location, a flier could be distributed letting voters know of the change of polling location. That flier would also be handed to every absentee voter that votes at Village Hall and mailed to every absentee voter that chooses to mail their ballot. This would potentially reach as many as 47% of affected voters.

8. Signage at Northbrook Church

Signage would be posted at Northbrook Church on election day to guide voters to the correct polling location should all of these other ways have failed and the voter shows up at Northbrook Church on election day. I would consult the Public Works Supervisor on how to best handle this

9. Signage on Hwy 167

Signs at the intersection of Hwy 167 and Hillside would instruct the voter to head south on Hillside, and signage on Hubertus and Hillside, and Hubertus and Hwy 164 would also direct voters to the Crown of Life Church. I would consult the Public Works Supervisor on how to best handle this

RECOMMENDATION:

After reviewing all available information, I would recommend Plan #2, moving all 2014 and 2015 Elections to the Crown of Life School as indicated above.

Caroline Fochs
Deputy Clerk

CONTACTS:

Northbrook Church-Pam Arbeiter parbeiter@northbrookchurch.org 628-3142
Richfield Elementary School-Elliot 628-3013
Friess Lake School- John Engstrom 628-2380
Crown of Life- Pastor Helwig 628-2550
Sterling Chalet- Heidi Mc Kenna 628-4080

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VILLAGE OF RICHFIELD

VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: December 19, 2013

SUBJECT: Fee Schedule
 DATE SUBMITTED: December 12, 2013
 SUBMITTED BY: Joshua Schoemann, Village Administrator

POLICY QUESTION: Should the Village Board approve the fee schedule to reflect the new fee Temporary Street Closure License?

ISSUE SUMMARY:

The fee schedule has been amended to include a fee for Temporary Street Closure License per the Village Board discussion on November 21, 2013.

FISCAL IMPACT:

REVIEWED BY:

Donna Jackson
 Village Deputy Treasurer

Initial Project Costs: None
 Future Ongoing Costs: None
 Physical Impact (on people/space): None
 Residual or Support/Overhead/Fringe Costs: None

ATTACHMENTS:

1. Resolution R2013-12-02
2. Amended page 3 of the fee schedule

STAFF RECOMMENDATION:

Motion to approve Resolution R2013-12-02 a resolution amending the fee schedule for the Village of Richfield.

APPROVED FOR SUBMITTAL BY:

CF

Village Staff Member

Village Administrator

VILLAGE CLERK USE ONLY
 BOARD ACTION TAKEN

Resolution No. _____
 Ordinance No. _____
 Approved _____
 Other _____

Continued To: _____
 Referred To: _____
 Denied _____
 File No. _____

STATE OF WISCONSIN

VILLAGE OF RICHFIELD

WASHINGTON COUNTY

RESOLUTION R2013-12-2

A RESOLUTION AMENDING THE FEE SCHEDULE FOR THE VILLAGE OF RICHFIELD

WHEREAS, the Village Board of the Village of Richfield, Washington County, Wisconsin, has determined that it is prudent that the fees be reviewed for cost effectiveness; and

WHEREAS, modifications have been identified and revisions requested to the fee schedule.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Richfield, that the following fee schedule be approved as defined in the attached schedule and be effective upon passage and posting of this resolution.

PASSED THIS 19th DAY OF DECEMBER, 2013 BY THE VILLAGE BOARD OF THE VILLAGE OF RICHFIELD, WASHINGTON COUNTY, WISCONSIN.

John Jeffords, Village President

Attest: Joshua Schoemann, Administrator/Clerk

Mobile Park License (248-3)	\$50.00 (248-5)
Transfer fee	\$25.00
Parking fee for nonexempt mobile home	Per §66.0435(3)(c)
Operator Licenses	
New	\$50.00
Provisional	\$7.00/60 days
Renewal	\$25.00
Replacement/Additional License	\$2.00
Temporary	\$7.00/14 days
Peddler, Hawker, Canvasser, Solicitor	\$100.00
Secondhand Coin and Antique Dealer License	\$100.00 (143-35)
Solid Waste Hauler License Fee	\$150.00
Target Range	\$10.00/year
<u>Temporary Street Closure License</u>	<u>\$50.00</u>
Trap Range	\$50.00/year
Utility/Right of Way Permit	\$75.00
Weights and Measures Annual Permit	\$30.00
Heavy Capacity Device/Scanner	\$16.50/unit
Small counter scale or liquid	\$14.75/unit
Work Permits	Per State requirements

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VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: December 19, 2013

SUBJECT: Riverview Drive Right of Way Vacation
DATE SUBMITTED: December 06, 2013
SUBMITTED BY: Joshua Schoemann, Village Administrator

POLICY ISSUE: SHOULD THE VILLAGE BOARD SCHEDULE A PUBLIC HEARING REGARDING THE PETITIONED RIGHT OF WAY VACATION BY RANDY ADAMSKI?

ISSUE SUMMARY:

Please see attached memorandum from Attorney John Macy.

FISCAL IMPACT:

REVIEWED BY:


Village Deputy Treasurer

Initial Project Costs: Per Agreement
Future Ongoing Costs: None
Physical Impact (on people/space): None
Residual or Support/Overhead/Fringe Costs: None

ATTACHMENTS:

1. Macy Memo

STAFF RECOMMENDATION:

Motion to have a public hearing scheduled for January 23, 2014, at 7:30 p.m., or as soon thereafter as practicable, regarding the resolution to vacate and discontinue a portion of Riverview Drive, as described in the petition filed with the Village; and that this matter be referred to the Village of Richfield Plan Commission for recommendation to the Village Board, prior to the scheduled public hearing.

APPROVED FOR SUBMITTAL BY:



Village Staff Member


Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

LAW OFFICES OF
**ARENZ, MOLTER,
MACY, RIFFLE & LARSON, S.C.**
720 N. EAST AVENUE
P.O. BOX 1348
WAUKESHA, WISCONSIN 53187-1348
Telephone (262)548-1340
Facsimile (262)548-9211
Email: jmacy@ammr.net

DALE W. ARENZ
DONALD S. MOLTER, JR.
JOHN P. MACY,
COURT COMMISSIONER
H. STANLEY RIFFLE,
COURT COMMISSIONER
ERIC J. LARSON

RICK D. TRINDL
JULIE A. AQUAVIA
PAUL E. ALEXY
R. VALJON ANDERSON

December 5, 2013

Joshua Schoemann
Village Administrator/Clerk/Treasurer
Village of Richfield
4128 Hubertus Road
Hubertus, WI 53033

**Re: Village of Richfield
Portion of Riverview Drive
Discontinuance
Notice and Procedures**

Dear Mr. Schoemann:

I am writing to outline the procedures that will be necessary regarding this discontinuance, along with providing certain draft documents and other thoughts that I will describe as follows.

I have the following comments, questions, concerns and recommendations in this regard:

1. Notices. Notice must be provided, as I will describe further below. The notices must state when and where the resolution for discontinuance will be acted on and state what public ways will be discontinued.
 - a. *Lis Pendens*. The first step per Wisconsin Statutes Sections 66.1003(9) and 840.11, is to record a lis pendens with Washington County. The property owners have satisfactorily accomplished this step.
 - b. *Secretary of Transportation*. This discontinuance is within a quarter mile of a State trunk highway (167) so we are required to notify the State Secretary of Transportation. I will provide this notice in this regard, on request.
 - c. *Newspaper*. This notice must be published by a **Class 3 Notice** (three insertions) under Wisconsin Statute Chapter 985, as required by Section 66.1003(8), Wis. Stats. Enclosed is a draft of the notice that I have prepared for purposes of publication. It is my understanding that you will arrange for this publication following your ordinary practices in this regard. If you would like my assistance, please advise.
 - d. *Resolution*. The resolution must be prepared in a form that is ready to be acted upon by the Plan Commission and Village Board. (Draft attached.)

LAW OFFICES OF
ARENZ, MOLTER, MACY, RIFFLE & LARSON, S.C.

Josh Schoemann, Village Adm/Clerk/Treasurer
December 5, 2013
Page 2

- e. *Hearing.* Once the foregoing procedures are accomplished, the public hearing should be held as scheduled. Following the hearing, the Village Board can act upon the resolution.
 - f. *Recording.* A certified copy of the resolution must be recorded in the office of the Register of Deeds, pursuant to Wisconsin Statutes Section 66.1003(9) and Section 840.11(2).
2. Timeline. There a number of statutory requirements that must be satisfied, as you can see, and the timing is critical. The timeline shown below is for your consideration.

- December 19, 2013: Consider the petition filed by the interested parties. This could be shown on the agenda as follows:

Consideration and possible action to refer to the Village Plan Commission and schedule a public hearing with regard to a petition to discontinue part of a public way related to a 10 ft. x 16 ft. portion of Riverview Drive.

The motion that could be adopted by the Village Board at the meeting in this regard could be as follows:

I move that a public hearing be scheduled for January 16, 2014, at _____ p.m., or as soon thereafter as practicable, regarding the resolution to vacate and discontinue a portion of Riverview Drive, as described in the petition filed with the Village; and that this matter be referred to the Village of Richfield Plan Commission for recommendation to the Village Board, prior to the scheduled public hearing.

- December 20, 2013: Notify State Secretary of Transportation. I can do this for you on request.
- On or before December 26, 2013: Notice of hearing published in newspaper (first insertion). This must be published at least three weeks prior to the hearing. It is my understanding that you are handling this publication, however please advise if I can offer any assistance.
- On or before January 2, 2014: Notice of public hearing published in newspaper (second insertion). This must be published at least two weeks prior to the hearing. It is my understanding that you are handling this publication, however please advise if I can offer any assistance.
- On or before January 9, 2014: Notice of public hearing published in newspaper (third insertion). This must be published at least one week prior to the hearing. It is my understanding that you are handling this publication, however please advise if I can offer any assistance.

LAW OFFICES OF
ARENZ, MOLTER, MACY, RIFFLE & LARSON, S.C.

Josh Schoemann, Village Adm/Clerk/Treasurer
December 5, 2013
Page 3

- On or before the Village Board acts on January 16, 2014: The Village Plan Commission should consider the resolution to discontinue and make a recommendation to the Village Board. (Plan Commission review is required by Wisconsin Statutes Sections 61.35 and 62.23(5).)
- January 16, 2014: Hold the public hearing.
- January 16, 2014: The Village Board may then adopt the Resolution to discontinue the portion of road. A draft Resolution is attached for your review.
- January 17, 2014: (or promptly thereafter): Record a certified copy of the adopted resolution with the Register of Deeds. I understand that you will accomplish this recording, unless you provide the original executed certified document to me, with a request to record it. Please, if you record it directly, provide proof of recording to me for my file.

If you should have any questions or concerns regarding this matter, please do not hesitate to contact me.

Yours very truly,

ARENZ, MOLTER, MACY,
RIFFLE & LARSON, S.C.

John P. Macy

John P. Macy

JPM/bes
Enclosures

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VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: December 19, 2013

SUBJECT: Installation of Electronic Entry System for Village Hall and DPW Building
DATE SUBMITTED: December 12, 2013
SUBMITTED BY: Mike Gauthier, DPW Supervisor

Policy Issue: Does the Village Board wish to authorize the Village Administrator to accept the low quote for the installation of an electronic keyless entry system for the exterior doors at Village Hall and the DPW building?

The door locks currently in use at the DPW building and Village Hall have been in service for several years without a key control program in place. Without those controls in place, Village Staff can no longer accurately identify those persons who may have access to Village Hall or the DPW building which causes security concerns.

To address those concerns, the Village Board in 2013 budgeted \$10,000 in order to accomplish the task of providing secure access for eight (8) doors, five (5) at the DPW building and three (3) at Village Hall.

In late October, Village Administrator Schoemann directed Staff to provide three (3) quotes for the installation of an electronic entry system. A summary of the quotes received are below:

- 1). **ARO Lock & Door: \$12,865.00**
- 2). S-O-S Electronics Corporation: \$13,372.00
- 3). Detection Data Technologies: \$14,088.32

While the low bid is over the budgeted amount by \$2,865, in the account where this expenditure will be taken from we have a year to date (YTD) spending total of 11.68% of the budget (\$45,000) and it would be recommended we pull from there.

FISCAL IMPACT:

REVIEWED BY: _____

Village Deputy Treasurer

Initial Project Costs: Per Quote

Future Ongoing Costs: None

Physical Impact (on people/space): Increased security of Village facilities

Residual or Support/Overhead/Fringe Costs: General maintenance, as needed.

Attachments:

- 1) ARO Local and Door quote

STAFF RECOMMENDATION:

Motion to allow the Village Administrator to execute a contract with ARO Lock and Door for the installation of an electric entry system for Village Hall and the DPW building.

APPROVED FOR SUBMITTAL BY:

Village Staff Member

Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

Milwaukee
5801 West North Avenue
Milwaukee, WI 53208-1056
414-258-8010



Waukesha
400 Travis Lane #25
Waukesha, WI 53189-7976
262-521-1771

*******Celebrating 61 Years of Professional Service*******
1952 - 2013

Village of Richfield
Attn: Mike Gauthier
Re: Access control

Mike,

The following quote is for installing locks, strikes, and wiring for the access control system on the outside doors, 5 doors at DPW building and 3 doors at Village hall. We will convert existing locks from entrance function to storeroom function (locked at all times)

Training is included.

KERI access systems, programming done from laptop or pc

5—PXL500W Controllers

3—SB583 Sat. Boards

8—MS3000X Mullion Readers

2—KPS5 Power Supplies

2—KDP552 Cable

2—ELK1280 Battery Backup

3—4300 31/32 Electric Locks

2—Tsbc Door Cords

5—5000/501 Electric Strikes

Parts & Labor = \$ 12,865.00

Prox cards = \$ 3.50@

Prox fobs = \$ 8.00@

If you have any questions, please give me a call.

Fred Kaifesh
12-3-2013

Price good for thirty (30) days after the date on quote.

Approved by _____

www.arolock.com

Milwaukee
5801 West North Avenue
Milwaukee, WI 53208-1056
414-258-8010



Waukesha
400 Travis Lane #25
Waukesha, WI 53189-7976
262-521-1771

*******Celebrating 61 Years of Professional Service*******
1952 - 2013

Village of Richfield
Attn: Mike Gauthier
Re: Access control

Mike,

The following quotes are for the 2 different ways of adding access control to the outside doors we looked at. 5 doors at DPW building and 3 doors at Village hall. Training is included in both quotes

Quote 1—KABA stand-alone units, programming done at the doors via laptop

8--Doors

Parts & Labor = \$ 9,400.00

Prox cards = \$ 3.50@

Prox fobs = \$ 8.00@

Quote 2—KERI access systems, programming done from laptop or pc

Parts & Labor = \$ 12,865.00

Prox cards = \$ 3.50@

Prox fobs = \$ 8.00@

If you have any questions, please give me a call.

Fred Kaifesh

10-22-2013

Price good for thirty (30) days after the date on quote.

Approved by _____

www.arolock.com



www.kerisys.com

ACCESS CONTROL

INTEGRATED DIGITAL VIDEO

INTEGRATED PHOTO BADGING

INTEGRATED TELEPHONE ENTRY

RFID VEHICLE ACCESS AND LONG RANGE ID

You can trust your reputation to KERI.



ABOUT KERI —

WHO WE ARE

Since 1990, Keri Systems has been an industry leader in the design of PC-based access control systems. From the beginning, the Keri name has been synonymous with quality, integrity and practical ease of use. This commitment to excellence, along with a steadfast dedication to our resellers and end-users, has earned Keri top honors among those who install and use our products. Over the years, Keri's offerings have evolved and grown to encompass access control, from simple to enterprise integration with telephone entry, video, photo-badging, Vehicle RFID, wireless communications and Ethernet environments.



WHY KERI SYSTEMS

Why Keri Systems? Because Keri puts the business relationship first. For instance, Keri's warranties are among the best in the industry. Controllers carry a two-year unconditional warranty, and proximity readers carry a lifetime warranty. We care about our customers. Keri implements standardized training techniques, along with monitored on-hold times, resulting in a superb tech-support organization. Matched teams of Inside Sales Professionals and Regional Sales Managers work together to create an environment of excellent customer support, both before and after the sale.

PRACTICAL SOLUTIONS FOR BOTH DEALERS AND END-USERS

Dealers will appreciate the flexibility of two distinct product lines which will accommodate the most diverse and demanding project criteria. When needed, Keri's tech-support team will treat your issue with the importance it deserves.

Keri's well-earned reputation and industry leading warranties make your offering more attractive and enhance your ability to support your installations. Finally, advanced replacement programs help you serve your customers in the best possible manner.

Users, why not consider a seamless integration between your access control and telephone entry systems; all managed under one interface by our **Doors™** software.

Or, maybe your requirements call for a TCP/IP based access control system, residing directly on your corporate network. Keri's **NXT™** product family, including **Doors.NET™**, is an ideal solution that will not over-tax your network. Adding integrated video allows you to monitor your facility live and easily search recorded video should an event occur that needs review.

**NXT™ HARDWARE AND
DOORS.NET™ SOFTWARE
TCP/IP BASED ACCESS CONTROL**

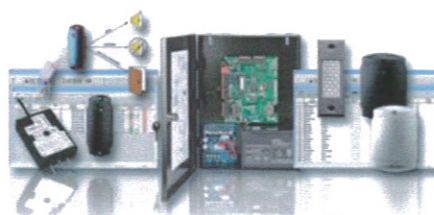
Controllers, software,
readers and options.
Pages 3 through 6



PAGES 3 - 6

**DOORS™ SOFTWARE + PXL HARDWARE
RS-485 ACCESS CONTROL NETWORKING**

Keri's time-tested software, controllers,
readers and accessories.
Pages 7 and 8



PAGES 7 & 8

**ENTRAGUARD™
TELEPHONE ENTRY BY KERI SYSTEMS**

Unique, fully integrated Telephone Entry systems that unite
seamlessly with Keri's PXL series of controllers under the
acclaimed Doors software interface.
Pages 9 and 10



PAGES 9 & 10

SYSTEM OPTIONS INCLUDING WIRELESS

Wireless RS-485 transceivers, remote clicker options
for drive-up applications, multiple controller enclosures
for IT racks and group mounting.
Pages 11 and 12



PAGES 11 & 12

**V-TRACK™ AND KERIKEY™
LONG-RANGE AUTOMATIC VEHICLE ID SYSTEMS**

User-specific access control from the car seat.
Offerings include both clicker-style and
hands-free options.
Page 13



PAGE 13

KERI CORPORATE SERVICES

The many ways that Keri helps you to be successful.
Page 14



PAGE 14

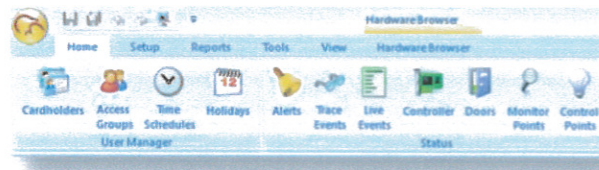


Doors.NET Software & NXT Hardware Product Family

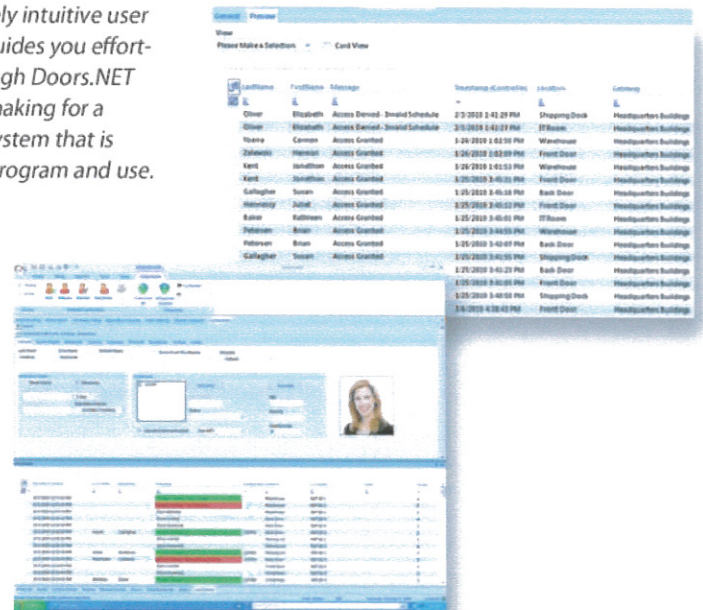
**CLIENT/SERVER,
.NET AND SQL-BASED,
SOFTWARE PLUS THE
NXT™ FAMILY OF
NETWORK APPLIANCE
ACCESS CONTROL
COMPONENTS**

Doors.NET™ by Keri Systems, begins with sophisticated Microsoft .NET and SQL-based software, operating in a true Client/Server environment. Feel free to enjoy multiple concurrent users, logged-in across multiple concurrent sites, all accomplished without the imposition of third-party client licenses fees. For security reasons, Client/Server applications have been deemed far superior to Browser-based applications for security and information integrity. Plus, you can count on Doors.NET for ease of use and administration, as the user interface has been designed around an extremely intuitive front-end.

Whether your application calls for dozens of operators or thousands of doors, Keri's Doors.NET is the answer. Either of our 2-door or 4-door controllers will store 48,000 cardholders in resident memory. They can communicate seamlessly over your existing network or you may decide to create a new network utilizing simple CAT-5 cable. NXT-4D and NXT-2D panels are equipped with 4-pin terminal blocks and RJ connectors for ease of connection to your network. Once connected, an intuitive, one-button auto-configuration process via embedded MAC addresses facilitates system set-up.



An extremely intuitive user interface guides you effortlessly through Doors.NET software, making for a powerful system that is simple to program and use.

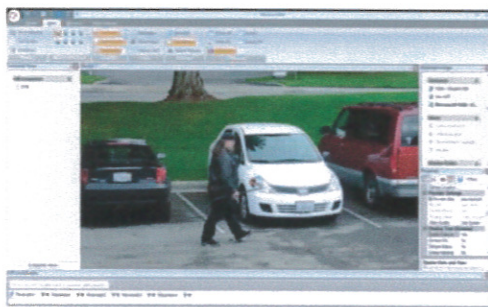


KERI SYSTEMS' DOORS.NET™ SOFTWARE AND NXT™ SERIES HARDWARE

- Use existing network or create your own
- Optional USB connection scheme
- Email and SMS Messaging
- Photo Recall and Photo Badging (badging optional)
- Digital Video Monitoring and Storage/Retrieval
- Remote management of one site or multiple sites
- Ease of installation and operation
- Scalable and expandable



POWERFUL INTEGRATED DIGITAL VIDEO With *Reflections™* Event Video Recorder (EVR)



OPERATOR COMMAND: SNAP SHOT

RECORD ON EVENT - Define what is to be recorded and when, whether triggered by access hardware or camera inputs.

LOCAL PLAYBACK - Associated video clips can be played from access control event history.

HOME DVR - Pause, fast-forward and rewind live video, just like your home DVR.

EMAIL/SMS NOTIFICATION - Receive messages when pre-defined events are available for viewing.

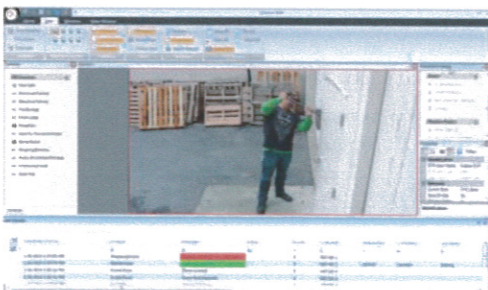
OVERLAYS - Text information about the time/date, camera, device, event and cardholder photo can be superimposed on the screen.

VIDEO COMPOSITE - Up to a 5 x 5 composite can be used for viewing live video.

OBSERVATION VIDEO - Operators can initiate a recording any time they see something suspicious. They can also take snapshot photos, flag and categorize observation video for later query, and monitor cardholder photo pop-ups.



MULTI CAMERA VIEW/CONTROL



VIDEO EVENT ALERT

HARDWARE LINKAGE - Drag and drop access control hardware objects onto the Reflections Client for right-click manual operation from the video screens.

MULTIPLE MONITORS - Spread live or recorded viewing over as many as four monitors.

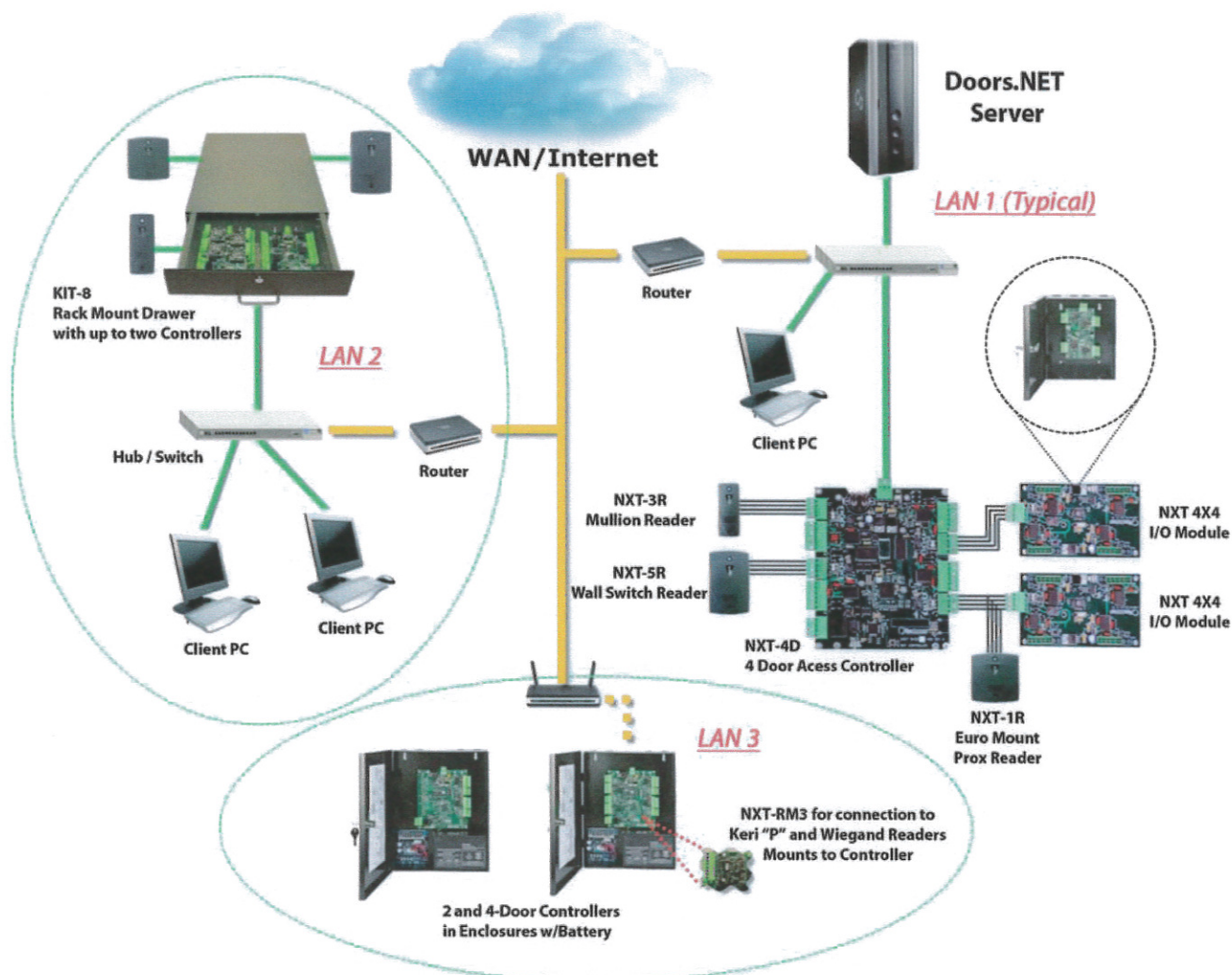
CAMERA COMMAND AND CONTROL - Includes PTZ control for several popular DVR/NVR brands.

Continued on next page.

Doors.NET™

Doors.NET Software & NXT Hardware Product Family
Continued from previous page.

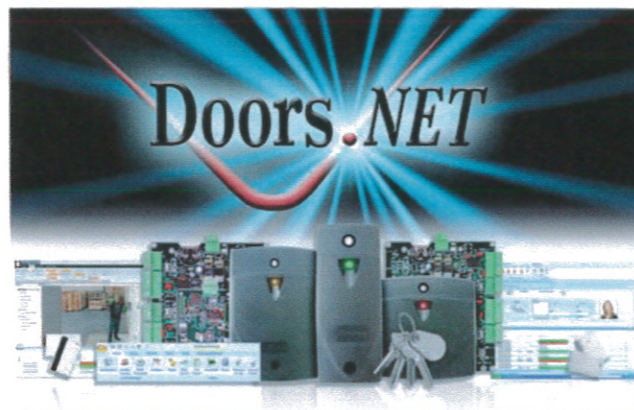
TCP/IP-BASED ACCESS CONTROL HARDWARE PLATFORM



Doors.NET and NXT... Everything you need for your facility:

Exceptional reliability • Microsoft SQL™ Database • Native Windows .NET Framework
Secure Client/Server architecture • Very low bandwidth requirements • Supports LDAP and Windows Active Directory
IT-friendly installation & mounting accessories • Industry-leading warranties and factory support

CLIENT/SERVER,
.NET AND SQL-BASED,
SOFTWARE PLUS THE
NXT™ FAMILY OF
NETWORK APPLIANCE
ACCESS CONTROL
COMPONENTS



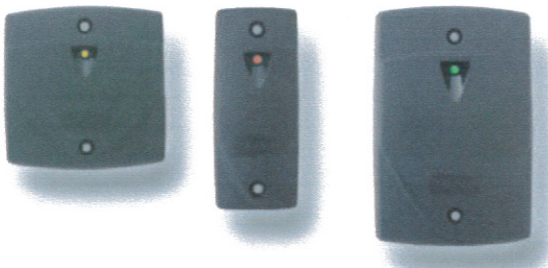
KERI'S AUTO-USB NETWORKING

Prefer to use a simpler network connection method? Keri's Auto-USB networking provides NXT network capability using off-the-shelf components, with hardware and software configuration done automatically, including assignment of controller addresses - no TCP/IP knowledge necessary.



NXT SERIES RS-485 READERS

Keri's NXT Series readers communicate with NXT controllers via RS-485 to provide superior performance – better read range, reader supervision by the controller, and significantly longer cable runs. No duplicated card numbers. Lifetime warranty.



- NXT-1R Euro-Mount Proximity Reader
- NXT-3R Mullion (door frame) Proximity Reader
- NXT-5R Wall Switch Proximity Reader

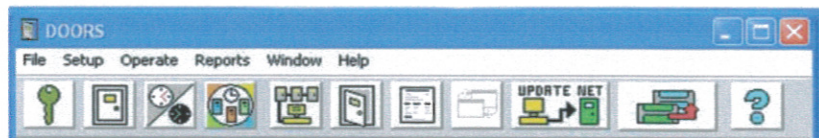
** For Keri MS Series Readers or Wiegand-Output reader compatibility with NXT Controllers, use NXT-RM3 Reader Interface Module.*



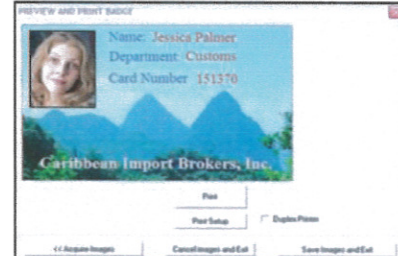
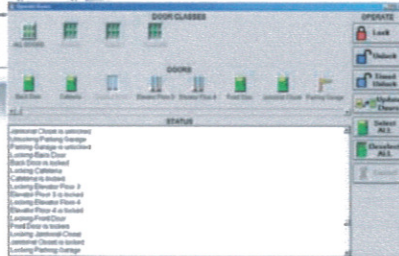
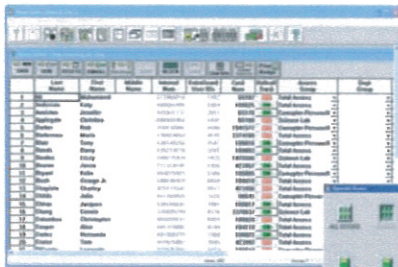
DOORS™/PXL 500

Doors Software & PXL Hardware Family

RELIABLE RS-485
NETWORKED
ACCESS CONTROL



Keri Systems Doors™ software represents the "Gold Standard" in access control, with a myriad of features to suit every application. Doors contains telephone entry and other access control options that come to life only when needed and activated. Its many features; *Reporting Flexibility*, *Ongoing Compatibility* and *Ease of Use* make it unique in the industry. Its integration with telephone entry is both powerful and seamless. Doors is available at no charge from Keri Systems. Software releases and upgrades can be downloaded from: www.kerisys.com



PXL-500 TIGER™ CONTROLLER AND SB-593 EXPANSION BOARD



- 65,000 cardholder capacity with 3600 event buffer
- Unconditional two-year warranty on PXL-500 and SB-593
- Serial, Modem, or TCP/IP Communication from PC to controller network
- Quick-disconnect connectors for superb field manipulation
- Simple one-button configuration with numeric LED addressing
- A full set of status LED's for simple diagnostics
- Available in Keri Proximity Format or 26-bit Wiegand
- Network panels for up to 256 doors and up to 256 sites

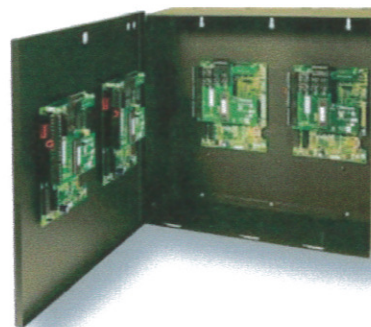
MS SERIES PROXIMITY READERS

- Lifetime warranty
- No duplicated card numbers
- Tri-color LED and piezo tone confirmation
- MS-3000 Mullion (door frame)
- MS-5000 Single Gang (wall switch)
- MS-7000 Extended Range
- MS-4000 Vandal Resistant



KE-8 ENCLOSURE

Keri's KE-8 enclosure holds four PXL-500 panels with SB-593 option boards to manage up to eight doors, or four NXT controllers for up to sixteen doors; all in an IT rack-compatible enclosure.



DOORS™/PXL-500

With Keri's Doors software as a foundation, access control integration with Telephone Entry is both seamless and elegant. Additional utility and flexibility is provided through cardholder badging, Ethernet connectivity and wireless communications; all managed under one interface.





Integrated Telephone Entry & Access Control

**INTELLIGENT
SECURITY
SOLUTIONS
BY KERI SYSTEMS**

As a property manager, you know what you want... to manage your security systems with as few interfaces as necessary. As a dealer you need to provide intelligent solutions to meet these requirements. The industry demands convenient security interfaces and Keri has the ideal solution.

Keri Systems effectively combines two complimentary security applications into one sophisticated, yet highly intuitive system. Keri Systems **Entraguard™** elevates traditional telephone entry into the world of true access control, while maintaining a strong product offering for stand-alone applications. Keri Systems brings to telephone entry features like *Auto-Configuration, Do Not Disturb, Timezones, Online Monitoring* and *Point & Click Remote Door Control*.

Now, residential and office buildings, as well as gated communities can enjoy the features of sophisticated access control. Multiple connectivity choices are available with the latest communication technologies. **Entraguard** offers the latest in design, installation flexibility and convenience of use, including large directory displays and larger buttons on a bright, LED illuminated keypad, requiring no bulb replacement.



**THE ENTRAGUARD PLATINUM™
AND THE ENTRAGUARD SILVER™**

- The **Platinum™** has the largest capacity and biggest display Keri offers. With 5000 tenant capacity there is more than enough to handle any large project. Two large font sizes are offered; 3/8" for 10-name display and 1/2" for 7-name display, adjustable on demand by the visitor.
- The **Silver™**, with its extra large 4-line display and 750 tenant capacity, shares the same platform and footprint as the **Platinum** and is priced well below other competitive, large capacity systems on the market.
- Both units are designed for durability and weather resistance with tough, 14-gauge stainless steel enclosures, dual mylar speakers and double locks.
- Flush mount kit, hood, camera, handset and *No-Phone-Line* are available as options.
- The **Platinum** and **Silver** can also be fitted with a **PXL-500 Tiger** controller and **SB-593** expansion board to provide 1 or 2 door card access capability within the units themselves.

KERI'S EGS-WUPP™ A PRE-CONFIGURED, WALK-UP TE PACKAGE FOR COMMON APPLICATIONS

- Full-sized footprint and a large 4-line LCD.
- Designed for quick tenant access via card read, while providing keypad-calling option for visitors.
- Simplified, preconfigured installation scheme.
- Programming options include direct-connect, modem or TCP/IP.
- Power supply, communications and door strike are the only required connections, once mounted.



Keri Systems
Silver Walk-Up Unit™
is a packaged solution
to the most common
Telephone Entry
requirement;
namely the main
entrance to a multi-
tenant building.



THE ENTRAGUARD TITANIUM™



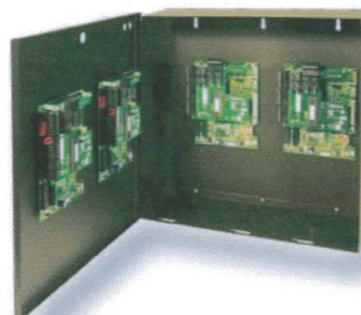
The **Titanium™** represents
real value by providing
250 tenant capacity and
a 4-line LCD display in a
small attractive package,
at a very affordable price.



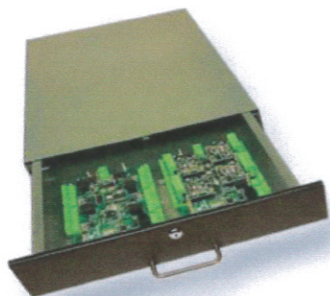
- Reduced footprint allows the **Titanium™** to be mounted almost anywhere.
- Rugged stainless steel enclosure with built-in hood is able to withstand the toughest environments.
- Each *Titanium* can be programmed with three rotating messages .
- Like its sister units, the *Titanium* provides the best telephone entry/access control marriage available by letting the *Entraguard* function as a node on a *PXL-500* access control network and putting both functions under the acclaimed *Doors* software umbrella.
- Enjoy full access control functionality, reporting schemes and administration tools with a small, affordable and attractive unit.

SYSTEM OPTIONS

THERE IS
MORE TO KERI
THAN JUST
THE BASICS



KE-8 AND KIT-8 ENCLOSURES



KE-8

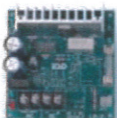
Keri's *KE-8* enclosure facilitates the mounting of four *PXL-500*'s with *SB-593* option boards or four *NXT* controllers in a convenient, secure metal enclosure (wall or IT rack-mountable). Projects with high controller counts can be neatly organized, utilizing minimal wall space.

KIT-8

Keri's *KIT-8* is an IT rack-mounted, drawer style enclosure that holds two *NXT* controllers. This configuration provides a convenient mounting arrangement for systems that are managed within an IT rack environment.

POWER SUPPLIES

Keri offers several power supplies perfectly matched to the *NXT*, *PXL*, and *Entraguard* hardware products.



KPS-4

+12VDC@2A

(*KPS-5* with enclosure)

Powers up to 4 doors of either *PXL* or *NXT* hardware.

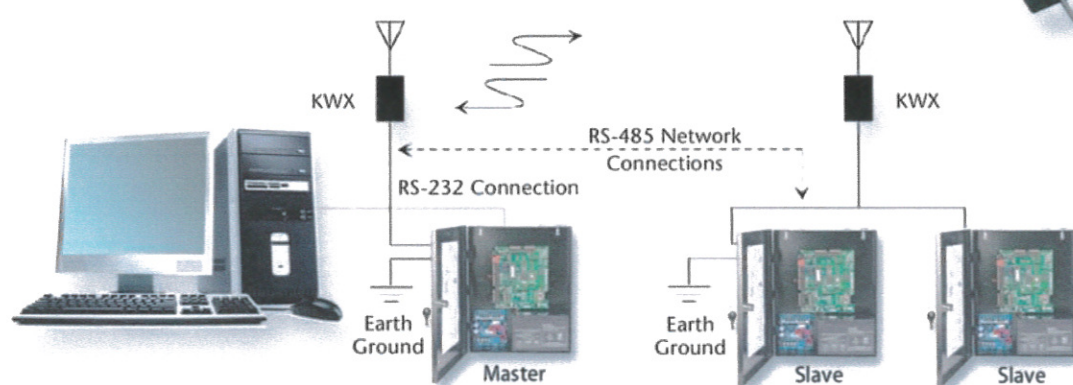


KPS-11

+12VDC@10A

Especially useful for IT rooms and other applications with centrally located controllers.

KWX WIRELESS TRANSCEIVERS



Keri's KWX wireless transceivers allow customers to easily create a wireless communication network between PXL controllers in an RS-485 network. Just as in wired controller networks, the KWX works on systems as simple as two or three doors, all the way up to 256 doors. KWX wireless transceivers operate in a frequency hopping mode in the 915 MHz ISM band. Standard units have a nominal range of 300 feet and can be used to connect panels where wire runs are prohibitive.

*2.4 GHz is also offered.

ACCESS CARDS AND CREDENTIALS



NXT-K: Key-fob in Keri NXT Format
PKT-10X: Key-fob in Keri MS Format
PSK-3: Key-fob in 26-bit Wiegand Format



NXT-C: Standard card in Keri NXT Format
KC-10X: Standard card in Keri MS Format
PSK-1: Standard card in 26-bit Wiegand Format



NXT-(I or S): PVC Imageable card in Keri NXT Format*
MT-10X (P or M): PVC Imageable card in Keri MS Format*
PSM-2 (P or S): PVC Imageable card in 26-bit Wiegand Format*

*Card number suffix denotes whether card has mag stripe.

AP-10X ADHESIVE PROXIMITY DEVICE

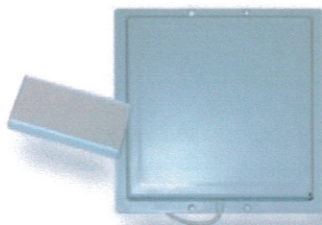
Keri's AP-10X Adhesive Proximity Device turns your familiar personal items into proximity credentials.



* Wiegand format credentials are compatible with Farpointe Data readers. Farpointe MiFare readers also available.

VEHICLE ACCESS

LONG RANGE
VEHICLE ID
INCLUDING BOTH
HANDS-FREE AND
CLICKER STYLE
SYSTEMS

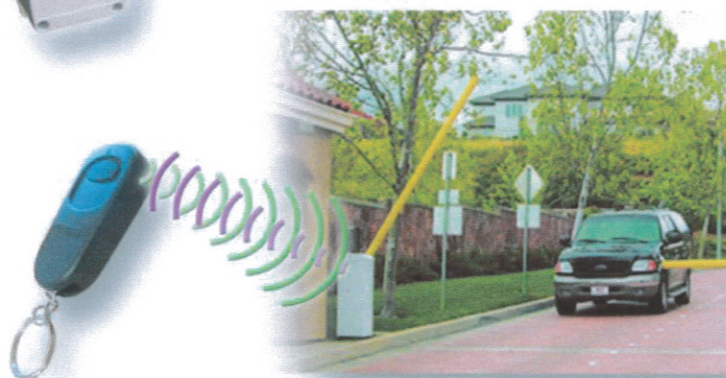


V-TRACK™ HANDS-FREE VEHICLE ID SYSTEM

- Ideal solution for parking lots, garages, and gated communities.
- Up to 25' (8m) Read Range.
- No trenching required for most applications.
- Can manage entry and exit lanes simultaneously.
- Compatible with most access control systems via Wiegand output. Also available in *Keri MS Reader* output.
- Interfaces to Keri's Access Controllers.
- No FCC Site License required.



KERIKEY™ RECEIVER/TRANSMITTERS (CLICKER SYSTEM)



A perfect complement to both *PXL-500* and Keri's *Entraguard* line of Telephone Entry products, is our **KeriKey™** line of *MS-1400* receivers and *TM Series* one and four button Keri transmitters. These units provide up to 300 feet of adjustable read range and the option of using two distinct channels for the selective operation of two gates. Powerful anti-cloning security features ensure reliable results in gated communities and overhead door applications. Matching *Keri Proximity Insert* available as an option for door access.



CORPORATE SERVICES

KERI SYSTEMS — YOUR PREMIUM BUSINESS PARTNER

Although Keri Systems is known as a quality provider of reliable and powerful systems that are easy to install and operate, we are more than just a product provider. From pre-sale education and product specification to post sale training, Keri sets the standard for customer service and support.

With over twenty years of steady growth in the access control marketplace, Keri is dedicated to supporting profitable, long-standing relationships with our dealers. We recognize that when they succeed, Keri succeeds. Most of Keri's employees are long-time veterans of the industry, with the majority having over twenty years experience with our company.

WEB SITE

Need access to information about Keri Systems products or services? Our web site contains everything you need; documents, software, industry references and even case studies on reference installations are just a click away.



TECHNICAL SUPPORT

Keri Tech Support maintains some of the shortest on-hold times in the industry. We recognize that your time is valuable, so we incorporate sophisticated, hold-time tracking methods to assure prompt telephone support. Our team of technical support specialists will help make sure your system is operating at its best.

TRAINING VIA KERI TECHNICAL INSTITUTE (KTI)

Attend interactive training classes on Keri products with a live presenter via the web and 800 number, without leaving your office. Train a new user or installer on system operation in as little as two hours! (US and Canada)





www.kerisys.com

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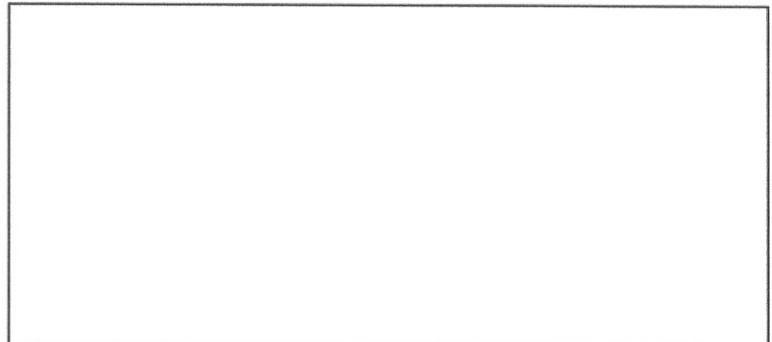
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**CONTACT US, OR ONE OF OUR BUSINESS PARTNERS TO FIND OUT HOW TO
PUT KERI TO WORK FOR YOU.**





Doors™ for use with Windows™

Access Control Software



Doors for use with Windows is a software program that configures and manages an access control system utilizing Keri's PXL-250 and PXL-500 Tiger Controller family. *Doors* makes use of all popular Windows features such as resizing and relocation of windows, drag and drop functions, multiple windows open simultaneously, and "real time" operation.

The software provides the operator an extremely user friendly interface that defines system parameters, manages card and transaction files, sets timing functions, and prepares reports. *Doors* operates under Windows 95, 98, NT, 2000, ME, or XP and is capable of managing a single site via direct connect or modem as well as virtually an unlimited number of remote sites via modem or TCP/IP (ethernet). Video Badging is available as an option.

Keri has designed some great features into *Doors* that make it extremely easy and flexible to learn and use:

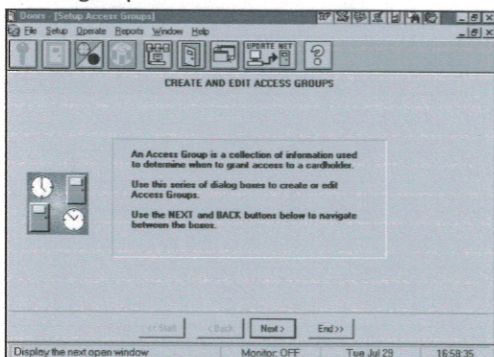
Spreadsheet or Dialog Box Interface

For operators who are familiar with Microsoft Excel™, many operations can be performed in spreadsheet format, with simple sorting, block and copy functions.

	Last Name	First	Card Num	Access Group	Dept Group	On Off	Enroll Date
1	Abrams	Kathleen	1005	Ship/Receive	Stockroom	ON	07/30/1997
2	Anderson	James	1001	Janitorial	Maintenance	ON	07/30/1997
3	Baker	Keith	1007	Swing Shift	Assembly	ON	07/30/1997
4	Callahan	Deborah	1010	Ship/Receive	Warehouse	ON	07/30/1997
5	Johnson	Matt	1011	Managers	Accounting	ON	07/30/1997
6	Martinez	Tony	1003	Managers	Accounting	ON	07/30/1997
7	McMillan	Scott	1012	Day Shift	Engineering	ON	07/30/1997
8	Smith	Robert	1002	Janitorial	Maintenance	ON	07/30/1997
9	Sullivan	Rebecca	1006	Managers	Marketing	ON	07/30/1997
10	Thibeaux	Peter	1013	Graveyard	Assembly	ON	07/30/1997
11	Thomas	Bill	1004	Swing Shift	Assembly	ON	07/30/1997
12	Thompson	Jerry	1008	Total Access	Executive	ON	07/30/1997
13	Webber	Lucille	1009	Day Shift	Assembly	ON	07/30/1997

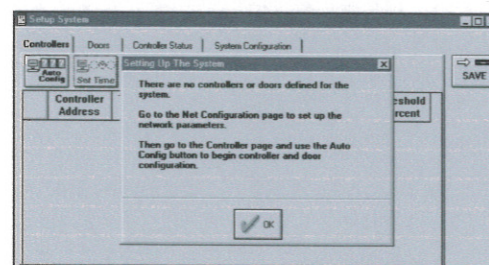
Wizards

Wizards provide the operator a step by step walk-through procedure for setting up access groups.



Auto-Configuration

The software automatically checks the network and configures itself according to the connected hardware, greatly simplifying the system setup procedure.



2305 Bering Drive, Ste A
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 e-mail: sales@kerisys.com web: www.kerisys.com

DATA SHEET | Doors™ for use with Windows™ Access Control Software

Doors™ for use with Windows™

Access Control Software

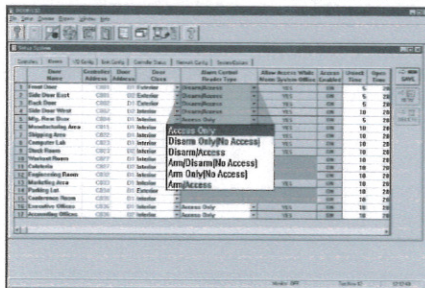
- No dedicated PC required, runs in the background with other applications
- PC does not need to be on or connected, only required during uploading, downloading, or monitoring
- Extensive Help file
- Full Windows feature set, including multiple windows open simultaneously, window resizing and relocating, drag and drop functions, cascading and tiling, no DOS boxes
- Custom communications protocol to reduce or eliminate general protection faults (GPFs) and crashes
- Remote multiple site monitoring with dial up, global and site specific card enrollment, and reporting
- Configurable automatic download of controller event buffer
- 32 system operators, each with password protection and configurable privileges
- 32 time zones, each with 4 start and stop intervals
- 3 holiday schedules, each with 32 user definable holidays, on-board calendar for programming ease
- Unlimited number of Access Groups
- 6 extra sortable, user definable text fields for individual cardholder information in addition to last name, card number, access group and department group
- Alarm system control and reporting with NetworX (Caddx) NX-8E Alarm Panel
- Future card activation and expiration

PC Requirements

- 90 Mhz Celeron or Pentium Processor
- Mouse and Keyboard
- 128 MB RAM, 20GB Hard Drive
- SVGA Monitor Graphics Card
- CD-RW CD-Burner
- Available Com Port
- Windows 95, 98, 2000, ME, XP, or NT 4.0

NEW FEATURES!

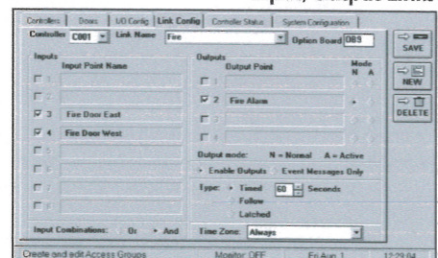
Alarm Control



Door Setup

Door Name	Controller Address	Door Address	Door Class	Header Enabled	Unlock Time	Open Time	Unlock/Lock Timezone
1 Front Door	C001	D1	Exterior	ON	5	20 M.F. 8-5	
2 Back Door	C001	D2	Exterior	ON	5	30 Never	
3 Side West	C002	D1	Exterior	ON	5	30 Never	
4 Side East	C002	D2	Exterior	ON	5	30 Never	
5 Parking Lot	C012	D1	Perim.	ON	20	20 Never	
6 Eng. Lab	C026	D1	Interior	ON	10	20 Never	
7 Stockroom	C026	D2	Interior	ON	5	30 Never	
8 Cafeteria	C032	D1	Interior	ON	15	20 8AM-10PM	
9 Assembly	C032	D2	Interior	ON	10	30 Never	

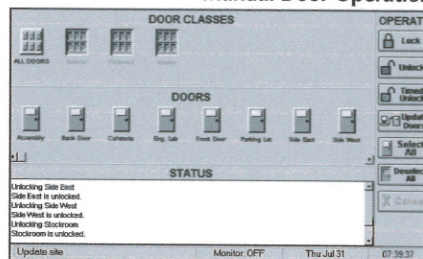
Input/Output Links



Multiple Site Management

Site Name	Site Number	Phone Number	Modem Baud	Global Access	Global Lock
1 Mfg. Plant	S001 1234	(313)555-1234 AT&F800NCB	1730	ON	
2 Headquarters	S002 5678	(313)555-2937 AT&F800NCB	1730	ON	
3 East Coast Office	S003 9012	(212)555-2749 AT&F800NCB	1730	ON	
4 Midwest Office	S004 3456	(312)555-9407 AT&F800NCB	1730	ON	
5 West Coast Office	S005 7890	(415)555-9344 AT&F800NCB	1730	ON	
6 Latin Amer. Office	S006 9876	55 11 236789 AT&F800NCB	1730	ON	
7 Asian Office	S007 5432	65 236-9403 AT&F800NCB	1730	ON	
8 European Office	S008 1098	44 1256 345 654 AT&F800NCB	1730	ON	
9 Canadian Office	S009 2672	(416)555-6397 AT&F800NCB	1730	ON	

Manual Door Operation



Holidays

Date	Notes
01/01/1998	New Year's Day
02/02/1998	Presidents Day
03/03/1998	Good Friday
04/04/1998	Easter
05/05/1998	Memorial Day
06/06/1998	Juneteenth
07/07/1998	Independence Day
08/08/1998	Labour Day
09/09/1998	September 11th
10/10/1998	Halloween
11/11/1998	Thanksgiving
12/12/1998	Christmas

Presented By:



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VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: December 19, 2013

SUBJECT: Kunkel Engineering Group proposal
DATE SUBMITTED: December 06, 2013
SUBMITTED BY: Joshua Schoemann, Village Administrator

POLICY ISSUE: SHOULD THE VILLAGE BOARD DIRECT THE VILLAGE ADMINISTRATOR TO FORMULATE A 'TASK ORDER' FOR COMPLETION OF ENGINEERING FOR THE 2014 HIGHWAY IMPROVEMENT PROGRAM?

ISSUE SUMMARY:

Over the course of the past twelve to eighteen months the Village Board has indicated their desire to review any number of contracted services, with the intent to "shop" these contracts around to ensure that taxpayers are getting the biggest bang for their tax dollar. In conjunction with this initiative, Village Staff has also worked diligently to achieve additional Intergovernmental Cooperation opportunities as laid out in the 2012-2014 Goals and Objectives. In the process of considering such opportunities and objectives, Village Staff worked with our peers in the City of West Bend (West Bend) to identify potential savings in the area of engineering. After numerous detailed conversations with officials from the West Bend, as well as their newly appointed contract engineers, Kunkel Engineering Group, Inc. (Kunkel), the Village has received the attached letter laying out a proposal for services with the Village of Richfield.

After carefully considering the proposal from Kunkel, Staff is recommending that the Village Board direct the Village Administrator to work with Kunkel to formulate a "task order", narrowing the scope of services to the 2014 Highway Improvement Program. If the impending proposal is acceptable to the Village, this arrangement could provide an ideal scenario for Richfield, securing contract engineering services from two engineering firms, continually ensuring competition and subsequent low cost, high quality service. In such an arrangement one contract engineer could be used for the 2014 highway improvement program, while the other consulting engineer could be used for development and other special projects.

As you know this format is very similar to that which the Village utilizes for legal services between Attorney Macy's and Attorney Herbrand's firms. Should it please the Board, this format could be tried with engineering, and potentially expanded to planning and other similar services.

FISCAL IMPACT:

REVIEWED BY:

Village Deputy Treasurer

Initial Project Costs: Per Agreement
Future Ongoing Costs: None
Physical Impact (on people/space): None
Residual or Support/Overhead/Fringe Costs: None

ATTACHMENTS:

1. Kunkel Letter

STAFF RECOMMENDATION:

Motion to direct the Village Administrator to work with Kunkel Engineering Group to formulate a task order, and an adjoining resolution, for completion of engineering services for the 2014 Highway Improvement Program, and to present the same at the January meeting of the Village Board.




VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM


MEETING DATE: December 19, 2013

SUBJECT: Kunkel Engineering Group proposal
DATE SUBMITTED: December 06, 2013
SUBMITTED BY: Joshua Schoemann, Village Administrator

APPROVED FOR SUBMITTAL BY:



Village Staff Member

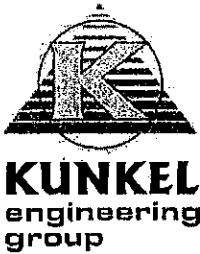


Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____



107 Parallel Street
Beaver Dam, WI 53916
(920) 356-9447
fax: (920) 356-9454
kunkelengineering.com

December 11, 2013

Mr. Joshua Schoemann, Administrator
Village of Richfield
4128 Hubertus Road
Hubertus, WI 53033

Re: 2014 Engineering Services Proposal
Kunkel Engineering Group

Dear Mr. Schoemann:

As we have previously discussed, I understand that the Village of Richfield may be contemplating selecting an engineering consulting firm to undertake work efforts during 2014 in the capacity as Village Engineer. Kunkel Engineering Group is hereby submitting this proposal of services as both a means to introduce the Village Board to our firm and explain how we may be of benefit to the Village of Richfield.

First, by way of introduction, Kunkel Engineering Group has roots dating back to 1963 as a branch office of Fenner Brye Associates in Beaver Dam. Over time, our clientele grew and we expanded our operation in 2000 and renamed the firm Kunkel Engineering Group with a focus exclusively on providing municipal engineering services. In essence, our firm serves as Village, Town and City Engineers for many municipalities in south central Wisconsin. We never, ever represent developers or private interest groups and therefore, are not faced with the situation of a potential conflict of interest. We believe that this fact alone separates us from most of our competition.

As you are aware, Kunkel Engineering Group has been selected to supplement the West Bend Engineering Department staff. In this capacity, we will serve as an extension of the City Engineering Department and in order to better accommodate the requirements of the position, we have elected to open a satellite office within West Bend City Hall. Highlights of our Engineering Services Agreement for the City of West Bend reflects an across the board reduction of charge out rates for all staff members on West Bend projects and elimination of peripheral expenses associated with travel time, mileage and meeting attendance. The City is confident that we will be able to undertake the duties and responsibilities of the City's Engineering Department while saving tax dollars due to our efficiency and knowledge of municipal engineering operations.

We are prepared to offer the Village of Richfield the same rate schedule as echoed within our West Bend Engineering Services Agreement dated November 1, 2013, a copy of which is attached. In addition to our service rates, I believe there are some distinct advantages the Village will realize in working with our firm.

First and foremost, we are a municipal engineering firm and exclusively serve public sector clients including villages, townships, cities and state agencies such as the Wisconsin Department of Administration and Wisconsin Department of Transportation. Our entire focus for the last 30 years has been concentrated on undertaking municipal engineering projects. Our philosophy, and your benefit, is we undertake all projects in the most cost-effective, environmentally sound manner possible. We do it once and we do it right.

Second, our satellite office within the City of West Bend administration building is a mere 12 miles from the Richfield Village Hall. Therefore, the Village will not be invoiced for travel time, mileage or costs associated with our participation in meeting with either the Village Board or administrative staff. Our work efforts begin and end when we enter and exit the Village corporate limits.

Third, we have a distinct knowledge of the Village of Richfield. We recently completed two projects for the Village. One was a road PASER Rating Study of all Village roads in accompaniment of a *road sign location survey* which was performed utilizing our GIS capabilities. We literally have driven every mile of roads in the Village and in working with the Public Works Director, Mike Gauthier, we believe we are in a position to undertake any future road project slated within the Village's capital improvement program.

Finally, we propose to issue to the Village of Richfield, *Task Orders* prior to initiating work on any project. This helps ensure the Village that the exact fees for design, bidding and construction administration services are known in advance as a means to ensure that the Village will never be faced with cost overruns or change orders.

Josh, again we sincerely appreciate the opportunity to present this proposal for review by the Village Board. In addition, we would be more than happy to attend a future Village Board meeting to present in person our credentials to the Board members and respond to their individual questions.

Thank you in advance for your consideration. Should you have any questions in the interim, please contact me.

Sincerely,

KUNKEL ENGINEERING GROUP



Craig J. Kunkel, P.E.

2013 Fee Schedule – Kunkel Engineering

Kunkel Engineering Group proposes to utilize the fee schedule as presented below for project work efforts associated with undertaking work efforts associated with fulfilling the requirements of the City of West Bend Engineering Department.

Please note that the hourly rate for Craig Kunkel and Don Neitzel are preferred rates offered to the City of West Bend and represent a 25% discount over standard rates.

Craig Kunkel, PE – Project Manager	\$95.00
Don Neitzel – General Manager	\$95.00

Kunkel Engineering staff hourly rates currently in effect for 2013 are as follows:

Registered Civil Engineers	\$77 to \$95
Design Engineers	\$70 to \$85
Engineering/Surveying Technicians	\$45 to \$70
Registered Architects	\$95 to \$105
CAD/Revit™ Technicians	\$45 to \$70
Registered Land Surveyor	\$80 to \$90
Clerical Support Staff	\$40 to \$60

The hourly rates for service as described above shall remain in effect for the project duration.

Reimbursable Expenses

- Plan Examination Fees and Municipal Fees
- Printing, Plotting and Scanning Documents
- Soil Borings or other Environmental Investigations
- Regulatory Agency Permit Fees

Note: Craig Kunkel will not invoice the City of West Bend for meeting attendance, travel time or mileage in performance of his obligations under this proposal.

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VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

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MEETING DATE: December 19, 2013

SUBJECT: Conditional Use Permit – Indoor Shooting Range, located at 3026 Helsan Drive
DATE SUBMITTED: December 11, 2013
SUBMITTED BY: Jim Healy, Assistant to the Administrator

POLICY QUESTION: DOES THE VILLAGE BOARD WISH TO ACCEPT THE RECOMMENDATION OF THE PLAN COMMISSION TO AUTHORIZE AN INDOOR SHOOTING RANGE AS A CONDITIONAL USE?

ISSUE SUMMARY:

James Babiasz has submitted an application to establish an indoor shooting range at 3026 Helsan Drive. As you will recall, the Village Board approved a text amendment to the zoning code authorizing indoor shooting ranges in the M-4, Industrial Park zoning district (attached) on October 17th, 2013. Staff has reviewed the petitioner's materials and have verified compliance with subsections b(1), b(2), b(3), c, d, e, f, and g of the subject ordinance. Mr. Babiasz has also submitted related materials for the site plan/plan of operation (attached). While the Village Board typically does not review these plans of operation, they are relative to the discussion.

At the December 5, 2013 Plan Commission meeting a scheduled Public Hearing was held and at the conclusion of the Hearing the Conditional Use Permit was approved with the following motion:

Motion by Commissioner Bob Lalk to recommend to the Village Board the approval of the indoor shooting range subject to the terms in the Conditional Use Permit, dated November 25, 2013 with the following modification:

- Section 3(f), be amended to state the following: "The Operator shall provide, to the Village Attorney's satisfaction, verification relating to compliance with Section 70.204(D)(6) of the zoning code for conformance to applicable State and Federal Standards.

Seconded by Vice-Chairman Donald Berghammer; Motion passed without objection.

As a condition of approval, the petitioner will need to submit documentation showing his compliance with subsection "a" to our Village Attorney's satisfaction as well as receive approval for his site plan/plan of operation. It is anticipated that at the February meeting that approval will be sought.

Boyle Colemann III from Struc Rite Design will be in attendance to answer any questions the Village Board may have regarding the proposal.

FISCAL IMPACT:

REVIEWED BY:


Village Deputy Treasurer

Initial Project Costs: N/A

Future Ongoing Costs: N/A

Physical Impact (on people/space): Operation of an indoor gun range in Richfield

Residual or Support/Overhead/Fringe Costs: N/A



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

7j

MEETING DATE: December 19, 2013

SUBJECT: Conditional Use Permit – Indoor Shooting Range, located at 3026 Helsan Drive
DATE SUBMITTED: December 11, 2013
SUBMITTED BY: Jim Healy, Assistant to the Administrator

ATTACHMENTS:

1. Conditional Use Permit, revision date of December 6, 2013
2. Ordinance 2013-10-1, an ordinance to create regulations for indoor shooting ranges as a Conditional Use in the M-4, Industrial Park District
3. 'The Range of Richfield' submittal documents as prepared by Struc Rite Design

STAFF RECOMMENDATION:

Motion to approve the Conditional Use Permit with the revision date of December 6, 2013 to operate an indoor shooting range, located at 3026 Helsan Drive.

APPROVED FOR SUBMITTAL BY:

CH

Village Staff Member

Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

**CONDITIONAL USE PERMIT
INDOOR SHOOTING RANGE
3026 HELSAN DRIVE
(Tax Key V10-0002-00A-005)
Draft of December 6, 2013**

The Village Board of the Village of Richfield, Washington County, Wisconsin DO ORDAIN AS FOLLOWS:

Whereas, Jaymes Investment LLP (“property owner”) owns property located at 3026 Helsan Drive (Tax Key: V10-0002-00A-005) (“subject property”); and

Whereas, James Babiasz has submitted an application on behalf of The Range of Richfield LLC (“operator”) to establish an indoor shooting range on the subject property; and

Whereas, The Range of Richfield LLC is currently registered with the Wisconsin Department of Financial Institutions as #T060452; and

Whereas, Section 70.204(D)(6) of the zoning code for the Village of Richfield allows indoor shooting ranges as a conditional use in the M-4, Industrial Park District; and

Whereas, upon receipt of the application, the Village Clerk properly referred such petition to the Plan Commission for the Village of Richfield for determination; and

Whereas, the Plan Commission for the Village of Richfield scheduled a public hearing thereon as soon as practical; and

Whereas, upon publication of the required “Notice of Public Hearing” and mailing of said “Notice of Public Hearing” to all property owners within 300 feet of the subject property, the Plan Commission for the Village of Richfield held a public hearing on December 5, 2013, as required by section 70.241 of the zoning code for the Village of Richfield; and

Whereas, members of the public at the public hearing were given ample opportunity to provide comment; and

Whereas, on December 5, 2013 the Village Plan Commission recommended approval to the Village Board for the proposed indoor shooting range.

NOW THEREFORE IT IS ORDERED AS FOLLOWS:

Commencing upon the date of signature of this approval by Village officials and the property owner, whichever occurs last, a conditional use permit is hereby granted as more particularly described herein. This conditional use permit is subject to initial and continued compliance with each and every one of the following conditions, restrictions, and limitations.

A. This conditional use approval is granted subject to the following conditions:

1. Subject Property. This conditional use permit is limited to the subject property.
2. Presentation Compliance. The construction and operation of the indoor shooting range shall be in substantial conformity with the presentation at the public hearing before the Village of Richfield Plan Commission held on December 5, 2013.
3. Authorized use. The use of an indoor shooting range, depicted in Exhibit A, which is attached hereto and incorporated herein by reference, is authorized subject to the following specific conditions:
 - a. All signage shall comply with Chapter 309 of the Village Code.
 - b. Any structural additions or expansion shall be reviewed by the Architectural Review Board and Plan Commission and shall require an amendment to this Conditional Use Permit.
 - c. The operator shall conform to all rules and regulations set forth in Section 70.204(D)(6) for the operation of an indoor shooting range.
 - d. Before the property owner allows another entity to operate the authorized use, the new operator shall submit a site plan and plan of operation to the Village Plan Commission pursuant to Section 70.133 of the zoning code and obtain the approval of the same from the Plan Commission.
 - e. The authorized use shall comply with this approval and the site plan/plan of operation as approved by the Plan Commission.
 - f. Prior to establishing the authorized use, the following conditions shall be satisfied to the satisfaction of the Zoning Administrator:
 - o The operator shall submit a site plan and plan of operation to the Village Plan Commission pursuant to Section 70.133 of the zoning code and obtain the approval of the same from the Plan Commission.
 - o The operator shall provide, to the Village Attorney's satisfaction, verification relating to compliance with Section 70.204(D)(6) of the zoning code for conformance to applicable State and Federal standards.
 - o The operator and the property owner are both required to accept the terms and conditions of this conditional use order in its entirety in writing. If the operator and the property owner do not sign this instrument and return it to the Zoning Administrator within 4 months of approval, this order is null and void. Prior to such expiration, the petitioner may request an extension to this time period and the Village Board may approve an extension with good cause.
4. Licenses/Permits. The operator shall be required to obtain any and all required licenses and permits from the village, county, state, and federal government. If any license or permit is issued, any and all conditions of the same are incorporated herein and made a part of this conditional use permit.
5. Laws. The operator shall comply with all federal, state, county, and local rules, codes, ordinances, and regulations in the construction, operation, and maintenance of the subject property as amended from time to time.

6. Junk. No junk as defined in Section 263-8(A) of the Village code of ordinances; or disassembled, inoperable, junked or wrecked boats, motor vehicles, truck bodies, tractors, trailers also defined in Section 263-8(A); shall be accumulated or stored on the subject property. No burying or burning of junk is permitted on the subject property.
 7. Fees and Expenses. Upon issuance of this conditional use permit, the operator or property owner shall reimburse the Village for all expenses incurred by the Village including all professional and technical assistance expenses, realized by the Village in reviewing, approving, and granting this conditional use permit. The Village Clerk shall provide the operator or property owner with copies of all itemized invoices.
 8. Cost of Enforcement. Any attorney fees incurred by the Village of Richfield to enforce any of the conditions or requirements of this conditional use permit must be paid by the operator or property owner.
 9. Revocation or Modification of Approval. Whenever the Village Board has reasonable cause to believe that any of the conditions herein imposed are being or have been violated, or any use of the subject property related to the operation becomes hazardous, harmful, noxious, offensive, or a nuisance to surrounding properties, the Village Board shall have the right to revoke or modify this conditional use permit, including, but not limited to, imposing stricter conditions upon the use and/or operation through a revised permit by the following the process as set forth in Section 70-241(D)(2) of the Village code of ordinances.
 10. Effect of Approval on Heirs, Successors, and Assigns. The terms of this conditional use approval shall be binding on the owners of the subject property and their heirs, successors, and assigns.
 11. Right of entry for inspection. The operator and property owner hereby give village officials, employees, and authorized agents the right to enter the subject property with reasonable notice for purposes of inspecting the premise to ensure compliance with the terms of this permit.
- B. Any use not specifically listed as permitted shall be considered to be prohibited except as may be otherwise specifically provided herein. In case of a question as to the classification of use the question shall be submitted to the Plan Commission for determination.
- C. No use is hereby authorized unless the use is conducted in a lawful, orderly, and peaceful manner. Nothing in this order shall be deemed to authorize any public or private nuisance or to constitute a waiver, exemption or exception to any law, ordinance, order or rule of either the municipal governing body, the county of Washington, the state of Wisconsin, the federal government, or other duly constituted authority, except only to the extent that it authorizes the use of the subject property above described in any specific respects described herein. This order shall not be deemed to constitute a building permit, nor shall this order constitute any other license or permit required by Village ordinance or other law.

- D. This conditional use hereby authorized shall be confined to the subject property described, without extension or expansion other than as noted herein, and shall not vary from the purposes herein mentioned unless expressly authorized in writing by the Plan Commission as being in compliance with all pertinent ordinances.
- E. Should the permitted conditional use be abandoned in any manner, or discontinued in use for twelve (12) months, or continued other than in strict conformity with the conditions of the original approval, or should the petitioner be delinquent in payment of any monies due and owing to municipality, or should a change in the character of the surrounding area or the use itself cause it to be no longer compatible with the surrounding area or for similar cause based upon consideration of public health, safety or welfare, the conditional use may be terminated by action of the Plan Commission, pursuant to the enforcement provisions of this conditional use order.
- F. Any change, addition, modification, alteration and/or amendment of any aspect of this conditional use, including but not limited to an addition, modification, alteration and/or amendment to the use, premises (including, but not limited to, any change to the boundary limits of the subject property), structures, lands other than as specifically authorized herein, shall require a new conditional use permit and all procedures in place at the time must be followed.
- G. Unless this conditional use permit expressly states otherwise, plans that are specifically required by this conditional use order may be amended upon the prior approval of the Plan Commission if the Plan Commission finds the plan amendment to be minor and consistent with the conditional use permit. Any change in any plan that the Plan Commission feels, in its sole discretion, to be substantial shall require a new permit, and all procedures in place at the time must be followed.
- H. Should any paragraph or phrase of this conditional use permit be determined by a court to be unlawful, illegal or unconstitutional, said determination as to the particular phrase or paragraph shall not void the rest of the conditional use and the remainder shall continue in full force and effect.
- I. If any aspect of this conditional use permit or any aspect of any plan contemplated and approved under this conditional use is in conflict with any other aspect of the conditional use or any aspect of any plan of the conditional use, the more restrictive provision shall be controlling as determined by the Plan Commission.
- J. This conditional use may be reviewed by the Plan Commission at any time upon complaint or upon Plan Commission initiative as provided in Section 70.241(d)(2) of the Village of Richfield village code and as amended from time to time.

Passed this ____ DAY OF _____, 2013

John Jeffords, President

ATTEST:

Joshua Schoemann, Administrator/Clerk/Treasurer

PROPERTY OWNER ACCEPTANCE

I, James Babiasz, verify that I am authorized to sign this document on behalf of Jaymes Investment LLP and that Jaymes Investment LLP accepts the terms stated herein.

Dated this ____ day of _____, 2013

James Babiasz, authorized agent
Jaymes Investment LLP

STATE OF WISCONSIN)
) ss
COUNTY OF _____)

Personally came before me this ____ day of _____ 2013, the above named person, James Babiasz, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

NOTARY PUBLIC

My Commission Expires:

OPERATOR ACCEPTANCE

I, James Babiasz, verify that I am authorized to sign this document on behalf of The Range of Richfield LLC and that The Range of Richfield LLC accepts the terms stated herein.

Dated this ____ day of _____, 2013

James Babiasz, authorized agent
The Range of Richfield LLC

STATE OF WISCONSIN)
) ss
COUNTY OF _____)

Personally came before me this ____ day of _____ 2013, the above named person, James Babiasz, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

NOTARY PUBLIC

My Commission Expires:

**AN ORDINANCE TO CREATE REGULATIONS FOR INDOOR SHOOTING RANGES
AS A CONDITIONAL USE IN THE M-4, INDUSTRIAL PARK DISTRICT**

WHEREAS, the Village of Richfield was approached by a developer who is interested in using an existing manufacturing facility in Helsan Business Park to create an indoor shooting range; and

WHEREAS, shooting handguns and rifles are currently only permitted in the P-1, Parkland District; and

NOW, THEREFORE, the Village Board of the Village of Richfield, Washington County Wisconsin DO HEREBY ORDAIN AS FOLLOWS:

Section 1. Chapter 70 entitled "Zoning," Section 70.204 entitled "M-4, Industrial Park District", subsection (D), "Conditional Uses", subsection (6) is created to read as follows:

Section 70.204(D)(6) Indoor Shooting Ranges.

- a) The building and method of operation shall conform to all applicable State and Federal standards for environmental protection and occupational health and safety. The applicant shall identify all such standards and demonstrate how the building and operation will comply including identification of any related state or federal reporting, inspection and permitting requirements.
- b) The design and construction of the shooting range shall completely confine all ammunition rounds within the building in a safe, controlled manner.
 - 1) Compliance shall be demonstrated by plans, certified by an architect or engineer license or certified by the State of Wisconsin with demonstrated experience in indoor shooting range design.
 - 2) Compliance with the standards and recommendations of the most current versions of the Range Design Criteria of the U.S. Department of Energy, Office of Health, Safety and Security or the national Rifle Association Range Source Book shall be prima facie evidence of satisfaction of this condition. Under no circumstance shall the applicant be relieved of his obligation to comply with any requirement otherwise imposed by State, Federal or local law.
 - 3) The plans shall specify the type and caliber of ammunition the shooting range is designed to confine. No ammunition shall be used, stored, sold or possessed within the indoor shooting range that exceeds the certified design and construction specification for the shooting range.
- c) The applicant shall demonstrate that the operation shall not be a nuisance to neighboring property or other likely neighboring property uses including nuisances related to air quality and noise.
- d) A security plan shall be established for the building securing the building from unauthorized entrants as well as security for any firearms stored on the premises. No

- COPY
- firearms shall be stored on the premises unless they are stored in a gun safe or other secure storage facility or container approved by the Washington County Sheriff's Office.
- e) The shooting range shall establish clear rules and procedures for the health, safety and order of the operation, its employees and patrons consistent with accepted industry practices which shall be conspicuously posted at the shooting range.
 - f) On-site supervision of the range shall be provided at all times by an adult who is an experienced shooting range operator. The shooting range operator shall be responsible for taking all reasonable actions to assure the conduct of employees and patrons and the conditions of health, safety and order of the shooting range comply with all related rules and procedures.
 - g) No person under the age of 18 shall be permitted within the shooting range unless accompanied by an adult at all times. This condition shall not apply to prohibit minors from participating in firearms safety classes supervised by a qualified adult instructor.
 - h) Unless preempted by State or Federal law, the Plan Commission may establish additional conditions or requirement including reporting or inspection requirements if it determines such conditions or requirements are reasonably necessary to protect the public health safety and welfare of the residents. Consideration shall be given to the cost and burden of such additional requirements upon the operation and upon Village resources compared to the additional public benefit to be achieved, industry practices and evidence of experiences with similar operations in other communities.

Section 2. Chapter 70 entitled "Zoning," Section 70.12 entitled "Definitions" has the definition of "Shooting Range, Indoor" created in alphabetical order to read as follows:


Shooting Range, Indoor. A totally enclosed building that is equipped for the practice of shooting firearms where no activity associated with shooting is conducted outside the building.

Section 3. This ordinance shall become effective upon passage and posting.

Section 4. Several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections, or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

Adopted this 17th day of October, 2013.

Attest:


Joshua Schoemann, Administrator/Clerk


John Jeffords, Village President

The Range of Richfield, L.L.C.

11/10/2013

Ordinance 2013-10-01; an ordinance to create regulations for indoor shooting ranges as a conditional use in the M-4, industrial park district

The following details how The Range of Richfield, L.L.C. will conform to the adopted ordinance enacted by The Village of Richfield, Washington County, State of Wisconsin.

Section 1; Conditional Uses for Indoor Shooting Ranges

Environmental Protection

There are several Federal, State, and Local regulations that the range will conform, to protect the environment. The Range of Richfield, L.L.C. *Standard Operating Procedures* (SOP's) will detail the procedures for each area of concern as it relates to each regulation.

- Potentially hazardous waste
 - Fired bullets/projectiles are characteristically hazardous due to lead toxicity. Bullets/projectiles will be captured by a Total Containment Trap (TCT) supplied by Action Target.
 - All lead waste will be kept in separate, sealed, and labeled containers (Lead Only). Buckets will be used for the range waste only and stored locked up when not in use. All lead waste will be recycled through a local licensed recycler.
 - Any PPE, cleaning cloths, sticky mats, and/or filters exposed with lead will be properly contained, sealed, and disposed of according to EPA 40 CFR 260 RCRA. Proper documentation will be maintained by tracking the hazardous waste from the time it is generated until its disposal.
 - See PPE section of Health & Safety Program below.
- Exhaust Air from range
 - Exhaust air concentrations will be controlled by regular maintenance (i.e. service, cleaning, filter change, etc...). EPA ambient air criteria for lead, maximum allowable concentrations of 1.5 ug/m3 airborne lead.
 - Supply and exhaust fans will be interlocked and timed to start the exhaust fan first to avoid positive pressure within the system. Controls are designed to shut down system if the positive pressure exists.
 - An alarm across the HEPA filter will notify if the system is in need of maintenance.
 - A maintenance schedule will be implemented for all systems.
- Hygiene
 - Sticky mats will be provided at the range exits for wiping feet prior to leaving range. This will reduce lead contamination in other areas.
 - No food, drinks, tobacco, or personal effects are to be carried into the range. Lockers are available to secure personal effects while using range.
 - Bathrooms with wash facilities are available for workers and customers to clean hands and face after shooting and/or accessing the range area.
- Facilities Cleaning

The Range of Richfield, L.L.C.

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- Only qualified/trained employees will clean the facility following the procedures below:
 - Routine range cleaning will be done, at a minimum, every day the range is in operation. Routine cleaning will include:
 - Emptying spent slugs from the bullet trap and stored in properly labeled container.
 - Removing any brass shell casings not cleaned up by customers and stored in properly labeled container.
 - Wipe down any horizontal surfaces within the range
 - Also, if needed replace HVAC filters
 - The ventilation system will remain on during the cleaning process.
 - All employees cleaning will follow PPE procedures detailed in the Health & Safety Program.
 - All range cleaning equipment will be dedicated to use at the range only and not used to clean any other area of building.
 - Cleaning will be done to minimize the spread of dust.
 - All surfaces will be cleaned using disposable wet cloths to retain dust. The following cleaning methods are prohibited; vacuums, brooms, compressed air or water sprays.

Occupational Health and Safety

The paramount consideration for The Range of Richfield, L.L.C. is the need to provide a safe and healthy working environment. The Range of Richfield, L.L.C. *Health and Safety Program* will include the following components:

- Lead Management Program
 - Air borne Lead within range is regulated by Federal OSHA (29 CFR 1910.1025). Permissible exposure limit (PEL) to airborne lead in the workplace must be limited to 50 micrograms per cubic meter ($\mu\text{g}/\text{m}^3$) as a time-weighted average (TWA) over an 8-hour workday. An action level of $30 \mu\text{g}/\text{m}^3$
 - Employees conducting lead collection activities will be properly trained in lead hazards, proper handling procedures, and use of proper personal protective equipment (PPE).
 - Air monitoring will be performed by a qualified person in accordance with OSHA requirements.
 - Initial air monitoring will determine the extent of exposure both in the range area and the work area where lead is removed from the total containment trap. These initial results will determine the PPE required.
 - The work area, where lead is handled, will be posted "Authorized Personnel Only". All employees working at the range will be trained not to enter this area unless authorized by management. This area will be locked at all times.
 - Subsequent air monitoring will be performed on a yearly basis or when conditions and/or operations change.

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- Lead dust exposure will be controlled by the HVAC system and scheduled cleaning by qualified employees who has training to identify and control lead hazards.
 - Lead dust levels will be monitored and measured from wipe samples collected in accordance to ASTM E1728-03. These samples will be taken behind the firing line, in the retail area, training rooms, storage, and HVAC maintenance areas. Results should be less than 200 µg/ft².
- Carbon monoxide (CO) is a gas given off during the ignition and burning of gun powder. Although small, over time, this gas can accumulate and cause a health exposure to workers and customers. CO gas exposure will be eliminated through the proper design and use of HVAC system within the range. Federal OSHA (29 CFR 1910.1000 TABLE Z-1) states the 8-hr TWA PEL is 50 ppm.
- Hearing Conservation Program
 - Federal OSHA (29 CFR 1910.95) action level for noise exposure is 85 dBA for an 8-hr time weighted average (TWA). These levels will be controlled by personal protective equipment (PPE) and administrative controls.
 - PPE – every worker or customer inside the range area will be required to wear hearing protection. Signage will be provided outside and inside the range.
 - Administrative controls – workers exposed to noise levels in excess of standards will reduce their exposure by working in an area with less noise.
 - Acoustical treatment on surfaces behind the firing line will help reduce the overall noise levels.
- PPE Program
 - All workers or customers will be required to wear safety glasses meeting the ANSI Z87.1 standards.
 - Personal protection equipment (PPE) is detailed in the Federal OSHA (29 CFR 1910 Subpart I) standard. Proper clothing will be used depending on the type of job.
 - Respirators will be used while changing buckets that collect lead shot on the bottom of the Total Containment Trap (TCT). Federal OSHA (29 CFR 1910.134) details the requirements for selection, cleaning, use, and training.
- Hazardous Communication Program
 - The hazard communications program is part of the Health & Safety Program and detailed by Federal OSHA (29 CFR 1910.1200).
 - The purpose of the HazCom Program is to ensure that the hazards of all chemicals used within the facility are identified and the information about these hazards is communicated to the employees. Including proper labels, maintaining Safety Data Sheets (SDS), and training.
- General safety to include but not limited to slips, trips and falls, First Aid, and Emergency Actions Plans.
- Employee training and documentation will be a key part of the Health & Safety Program.

Design, Construction, and Ballistic Features

The building containing the gun range will be submitted for review to the State of Wisconsin by

The Range of Richfield, L.L.C.

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Struc Rite Design, Inc. (SRD), and managed by Boyd Coleman PE, a licensed engineer by the State of Wisconsin and the founder & owner of SRD. Below is bullet list of his past experience and capabilities. The remodel of the existing building will be delivered by a design build process with the key equipment coordinated by SRD. The target system will be designed, supplied, and installed by Action Target and the HVAC for the range will be designed, supplied, and installed by Carey's Heating and Air Conditioning. These two companies are leaders in the country in this line of work. SRD will assure that these two systems, the enclosure for the rifle range and the rest of the building will meet the requirements as set forth by the state building codes, by the guidelines established by the NRA, and National Institute of Building Sciences. The goal of this team, put in place by The Range of Richfield, and others as they come on board, is to design and build a safe operating and state of the art facility.

Personal Experience of Boyd E Coleman III, PE

- 1983 Bachelor of Science Civil Engineering, (emphasis in structural), 1986 Registered Engineer in the State of WI;
- 4 years as a field engineer in the construction of deep tunnels and a variety of other storm sewer construction and site layout of office and industrial parks;
- 12 years of experience in the metal building industry included estimating,, structural engineering, Estimating Manager involved managing of nine estimators to provide service to 32 district managers and their contractors. Six years were as a District Manager responsible for the sales and supports to Builders in the State of WI, MN, and IL.
- Founded SRD Inc in 1996;
- 28 years experience in design of buildings for multitude of occupancies, work included, estimating, building code evaluation, and the structural engineering of wood, concrete, masonry, and various steel framing options;
- Building inspections & expert witness for realtors, banks, owners, and attorneys for the purpose of purchasing and or trouble shooting problem areas consisting of foundations, structural framing, exterior envelopes for condensation and water infiltration; provided methods and options for repair.
- Facade inspections of multistory buildings in the City of Milwaukee;
- 5 years experience of metal retrofit reroofing and included evaluating low sloped roofs;
- Develop job specific designs for special wall and roof systems for the use in new or existing facilities; precast, site tilt up cast panels, explosion relief systems for high hazard occupancies.
- Implemented BIM into SRD during the years of initial deployment of BIM (2003) in the industry and continues to learn and make use of all the new BIM tools to stream line projects and ease the collaboration process between team members.

The Range design includes three, six lane 25 yard ranges but only two of the three ranges will be initially outfitted with range equipment. The third *future* range will be outfit with soft targets designed for archery equipment. Each gun range will be equipped with custom shooting stalls, automatic target retrievers, and a total containment bullet trap (TCT) capable of

The Range of Richfield, L.L.C.

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containing projectiles from hand guns, rifles, and shotguns; up to .50BMG caliber rounds. Projectile containment is a paramount concern of ours. The range is designed to make absolute certain that no round can escape the building. This is achieved with a combination of building materials, safety baffles, and bullet traps.

Cross range firing is not planned, therefore, direct hits fired at angles less than forty-five (45) degrees to the surface will not occur.

Floors will consist of level concrete with smooth unobstructed surfaces. Floor drains will not be present. Walls will consist of 8" or 12" (see plan) fully grouted masonry block (CMU).

A fully baffled ceiling will be supplied and installed by Action Target. The ceiling baffles are made of 3/8" AR steel, and will deflect and contain high power rounds fired at a perpendicular angle.

The bullet trap proposed for The Range of Richfield, L.L.C. is a Total Containment Trap (TCT), provided by Action Target. This trap is the industry standard for modern, heavy-duty, steel bullet trap containment. Impact steel is hardened with a Brinell hardness rating of at least 500 for superior durability. These funnel plates have a shallow angle that greatly reduces bullet breakup, splatter, and ricochet. Connected to the TCT is a dust collection unit.

This dust collection unit is a powerful vacuum system that continuously removes lead dust from inside the trap.

NRA Source Book

The Range of Richfield, L.L.C. will design, construct, and operate the range in conformance with the National Rifle Association (NRA) Range Source Book.

Caliber of Ammunition

Each gun range will be equipped with custom shooting stalls, automatic target retrievers, and a total containment bullet trap (TCT) capable of containing projectiles from hand guns, rifles, and shotguns; up to .50BMG caliber rounds.

Nuisance to Neighboring Property

The gun range is contained within a masonry and concrete structure that is within the existing building envelope and will eliminate the gun noise outside of the building.

Security Plan

The Range of Richfield is currently working with the Washington County's Sheriff Department to

The Range of Richfield, L.L.C.

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establish a security plan. The Sheriff's Department does not have a specific plan that outlines what is required since we will be the first indoor shooting range in Washington County open to the public. On November 12, 2013 the range owner met with Lt. Martin R. Schulteis, Shift Commander for the Sheriff's Department at the building to discuss what would be recommended. The following is a list of items that are recommended by the Sheriff's Department:

- The interior and exterior will have video camera surveillance that is in plain sight and adequate to display all sides of the building. Video monitors will be set up in the building and the owner's residence.
- Exterior light levels will be increased to provide a protective coverage for all parking and walk way areas.
- Security monitoring system with alarms will be installed at all doors and windows to the building.
- Motion detectors will be installed within the building.
- All exterior doors will have dead bolts with strike plates.
- A secure locked gun and ammunition containment area will be constructed within the building for the storage of excess inventory
- All glass hand gun display cases will be locked.
- All building windows will be one-way vision so no one can view inside the building.
- Heavy duty doors and windows will be installed to discourage break-ins.

Health, Safety and Order of Operations

Along with the *Standard Operating Procedures (SOP)* and *Health and Safety Program (HSP)* as detailed above, The Range of Richfield, L.L.C. will require all customers to read and sign a waiver to use the shooting range.

Signage will be posted reminding shooters of restrictions and requirements. Paper copies will be available to all shooters. This will include:

SIGN #1

Rules of the Range

- All firearms must be cased and unloaded when entering the store or range (excluding law enforcement).
- No tracer, armor piercing, steel core or steel casing ammunition, or shot shells are allowed (all ammunition in magazines will be inspected).
- No one under the age of 18 is allowed on the ranges without parent or legal guardian supervision.
- Children must be at least 14 years old to shoot.
- All persons using the firing range must sign a waiver and rental agreement (if renting firearms).
- A valid driver's license and deposit is required to rent a firearm. The renter must be 21

The Range of Richfield, L.L.C.

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and only he/she may shoot the firearm.

- Never use alcohol or drugs before or while shooting.
- No pregnant women are allowed on the range.

SIGN #2

Range Rules

- Always keep firearms pointed in a safe direction. Treat all firearms as if they were LOADED!
- KEEP YOUR FINGER OFF THE TRIGGER until you are ready to fire.
- Keep your firearm unloaded until you are ready to shoot.
- Be sure your firearm is in good working order.
- Be sure you use the correct ammunition in your firearm.
- Dry firing is allowed on the firing line only.
- Keep firearms pointed down range at all times while on the range.
- No rapid fire or drawing from a holster.
- Only one firearm on the bench at a time.
- Do not pass loaded firearms from one booth to another.
- If a jam or other malfunction occurs and you cannot clear the problem, leave the firearm on the shooting bench and ask the Range Safety Officer for help. Do not leave the firing line with a loaded or jammed firearm.
- Report any negligent discharges or damage to equipment immediately.
- If a cease fire is called, unload your firearm with the cylinder open, or slides locked back, and step back from the shooting position.
- Never move forward of the firing line or shooting booths.
- Eye and ear protection is mandatory before entering the range.
- Use only authorized firearms on the range.
- Shotguns may use slugs only.
- Do not cross fire at targets on other lanes.
- Use only approved Targets.
- Smoking, eating or drinking is prohibited on the range.
- Anyone displaying unsafe actions will be warned to correct their behavior, and/or be asked to leave.
- The Range of Richfield reserves the right to refuse use of the range or service to any person for any reason.

PLAN OF OPERATIONS - THE RANGE OF RICHFIELD, LLC

November 2, 2013

The Range of Richfield LLC's Mission Statement is "To provide a state of the art, safe, secure, environmentally friendly shooting facility to educate, enhance and expand the shooter's experience". The shooting range will be a building within a building, constructed of concrete masonry units (grouted solid) with shooting lane equipment provided by a nationwide leader in shooting range design and build out. The structure will be sound proof, secure, well-lit, and ventilated to meet OSHA, ASHRE, and EPA regulations. The Range will be supervised by employees that have earned the National Rifle Association safety officer certification and all individuals using the range will be required to provide valid I.D., receive safety instructions, and sign a liability waiver before using the range. The facility will be open to the public and offer special discounts to local law enforcement agencies, military personnel, and scouting groups. Our safe and friendly atmosphere is designed to cater to the female and family shooter. Classes in gun safety, operation, conceal carry, and hunter's safety will be offered throughout the year.

The Range design includes three, six lane 25 yard ranges but only two of the three ranges will be initially outfitted with range equipment. The third *future* range will be outfit with soft targets designed for archery equipment. Each gun range will be equipped with custom shooting stalls, automatic target retrievers, and a total containment bullet trap (TCT) capable of containing projectiles from hand guns, rifles, and shotguns; up to .50BMG caliber rounds. Projectile containment is a paramount concern of ours. The range is designed to make absolute certain that no round can escape the building. This is achieved with a combination of building materials, safety baffles, and bullet traps. Sound transmission will be controlled similarly through building materials and sound baffles.

Retail area will include guns, ammunition, shooting supplies and other items related to the shooting and hunting industry. A waiting area/lounge with lockers, refreshments, and viewing area (with ballistic frame & glass) will be provided adjacent to the shooting lanes. Security cameras are proposed in all areas of business, parking lots, and equipment storage, and all ingress and egress points.

- Projected revenue is estimated to be shooting lanes 60% retail sales 40%
- The range will be open 7 days a week Monday thru Saturday 10:00AM until 9:00PM, Sundays 11:00 AM until 4:00 PM.
- The range will employ approximately 7 employees
- Range rules and regulations will be posted at the entrance
- No one under the age of 18 will be permitted in the facility without an adult
- Environmentally friendly – all lead and brass will be recycled
- Trained on site supervision
- Future gunsmith services are planned
- Planned changes to the exterior of the building include a new entrance canopy/façade, fenced HVAC Pad on north side of building, additional exterior lighting, and cameras
- Range operation will be sensitive to neighboring properties (noise and air quality)
- Security plan will be in place with approval from local law enforcement agencies
- Proposed plans for exterior/interior and site are attached and subject to changes based on final design and architectural review

In addition to the Range of Richfield LLC; Just Camo USA, Inc., another one of our companies, will occupy approximately 1,500 SF of warehouse/office shipping space. Just Camo is an on-line retailer of various camouflage products, gifts, and house hold items. The owner of both companies is also a partner in a commercial real estate company in Milwaukee. An accountant by training, his experience includes 30 years in real estate and construction and 5+ years' experience in online retail sales. The Range is a family run business dedicated to providing the *ultimate shooting experience*.

CONCEPTUAL

JIM BABIASZ
THE RANGE OF RICHFIELD LLC
HEL SAN DRIVE
RICHFIELD, WI

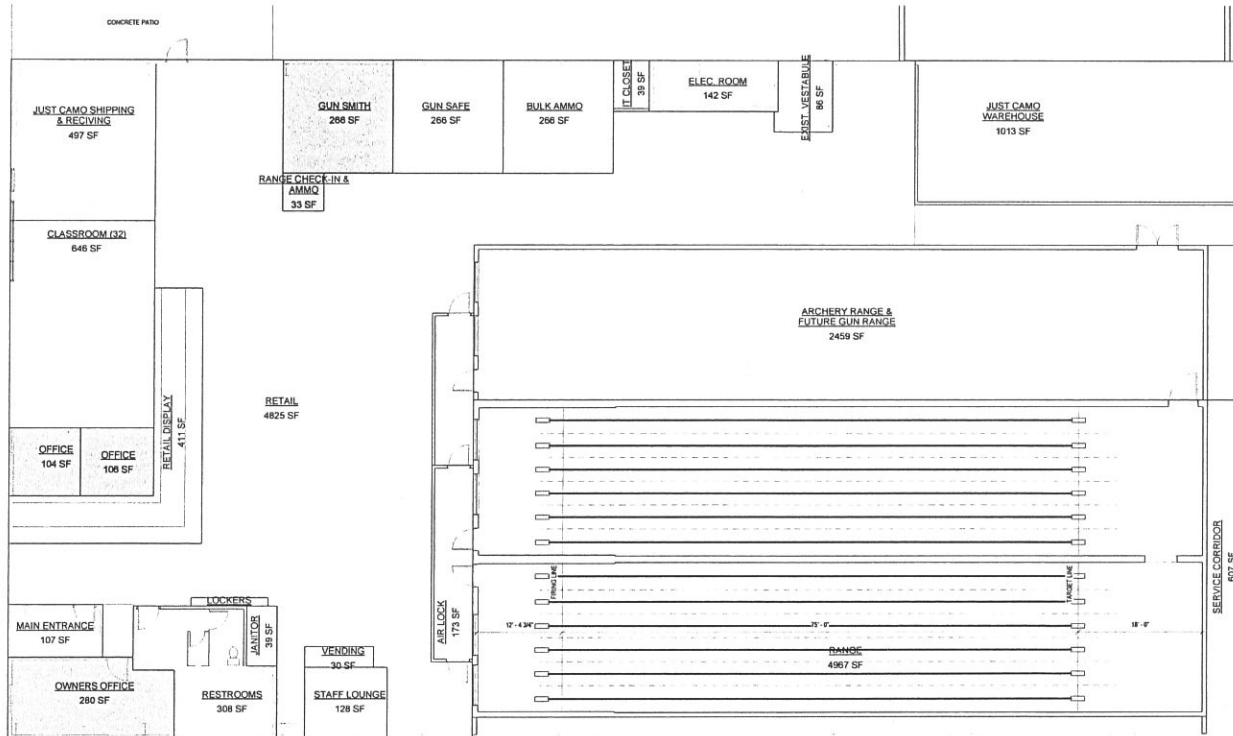
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PROPOSED RANGE
DESIGN DEVELOPMENT

PROJECT DATA

JOB NUMBER 13-057
DRAWN BY CDS
SHEET NUMBER

A1.0



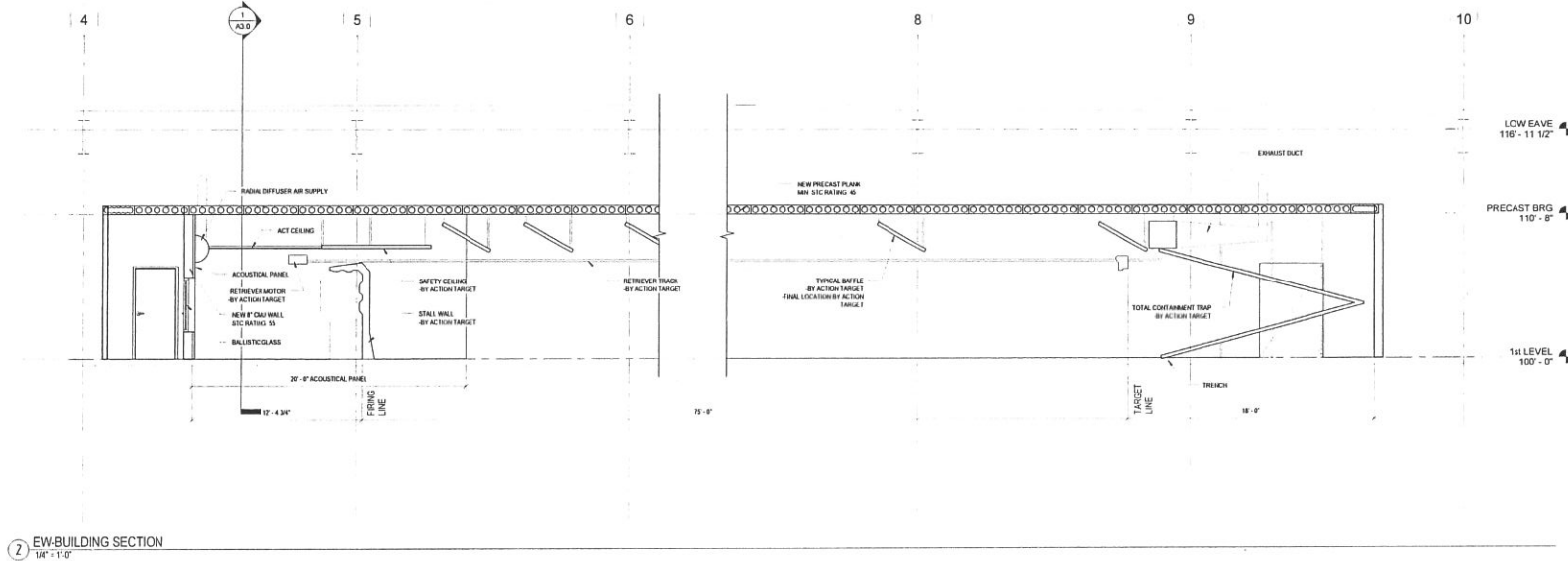
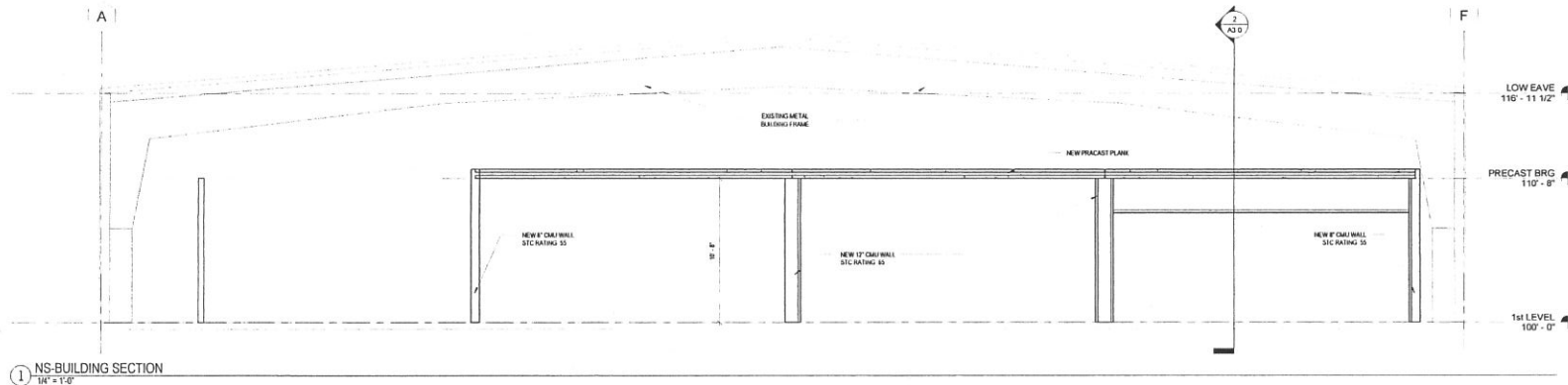
RANGE AREAS	
NAME	AREA (SF)
AIR LOCK	173 SF
ARCHERY RANGE & FUTURE	2459 SF
BULK AMMO	266 SF
CLASSROOM (32)	648 SF
ELEC. ROOM	142 SF
EXIST. VESTABULE	86 SF
GUN SAFE	266 SF
GUN SMITH	266 SF
IT CLOSET	39 SF
JANITOR	39 SF
JUST CAMO SHIPPING & RECEIVING	497 SF
JUST CAMO WAREHOUSE	1013 SF
LOCKERS	14 SF
MAIN ENTRANCE	107 SF
OFFICE	104 SF
OFFICE	106 SF
OWNERS OFFICE	280 SF
RANGE	4967 SF
RANGE CHECK-IN & AMMO	33 SF
RESTROOMS	308 SF
RETAIL	4825 SF
RETAIL DISPLAY	411 SF
SERVICE CORRIDOR	607 SF
STAFF LOUNGE	128 SF
VENDING	30 SF
	17811 SF

- ☐ OFFICE SPACE
- ☐ RETAIL SPACE
- ☐ COMMON SPACE
- ☐ CLASSROOM SPACE
- ☐ STORAGE
- ☐ SHOOTING RANGE

1 1st LEVEL CONCEPTUAL BASED ON FINAL RETAIL REQUIREMENTS
1/8" = 1'-0"

SECTION GENERAL NOTES:

1. CURTAIN VENTILATION BY CAREY'S SMALL RANGE VENTILATION
2. CURTAIN VENTILATION BY CAREY'S SMALL RANGE VENTILATION



CONCEPTUAL

JIM BABIASZ

THE RANGE OF RICHFIELD LLC
HELSAN DRIVE
RICHFIELD, WI

STRUC RITE
DESIGN, INC.
805 Clinton Street
Waukesha, WI 53186
262.549.3222
www.srdinc.biz

SHEET TITLE

Building Cross Sections

DESIGN DEVELOPMENT

PROJECT DATA

JOB NUMBER 13-057

DRAWN BY CDS

SHEET NUMBER

A3.0

CONCEPTUAL

**JIM BABIASZ
THE RANGE OF RICHFIELD LLC
HELSEN DRIVE
RICHFIELD, WI**

SHEET TITLE

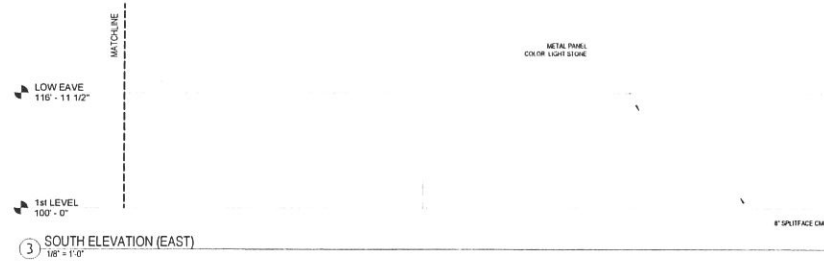
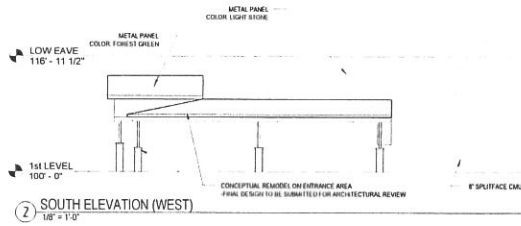
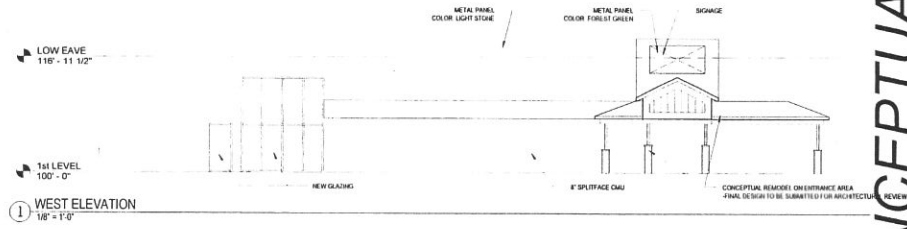
EXTERIOR ELEVATIONS

DESIGN
DEVELOPMENT

PROJECT DATA

JOB NUMBER 13-057
DRAWN BY CDS
SHEET NUMBER

A2.0



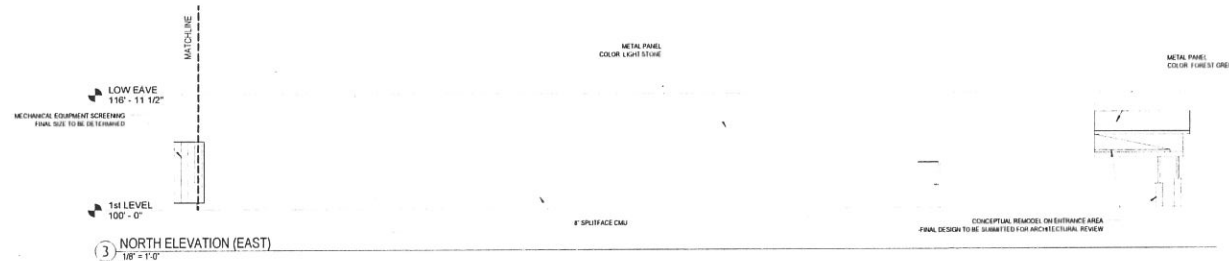
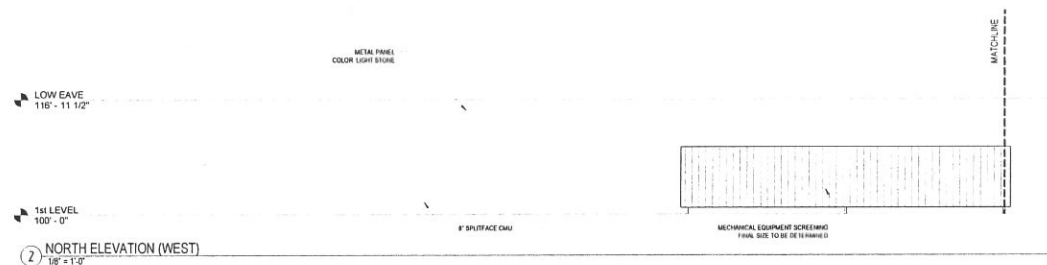
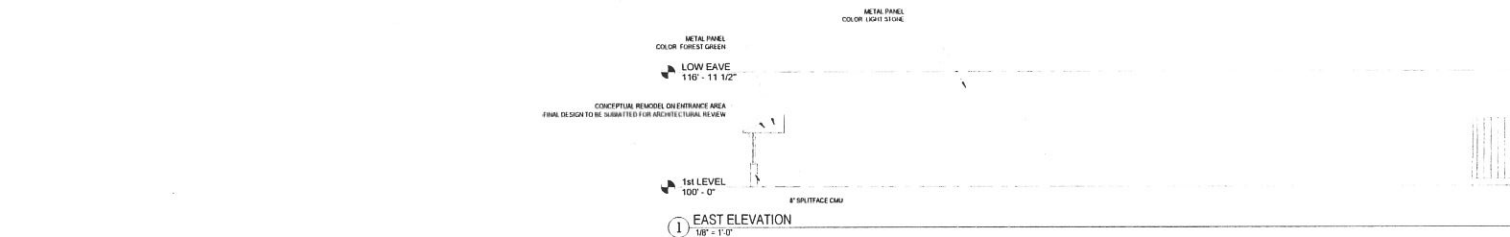
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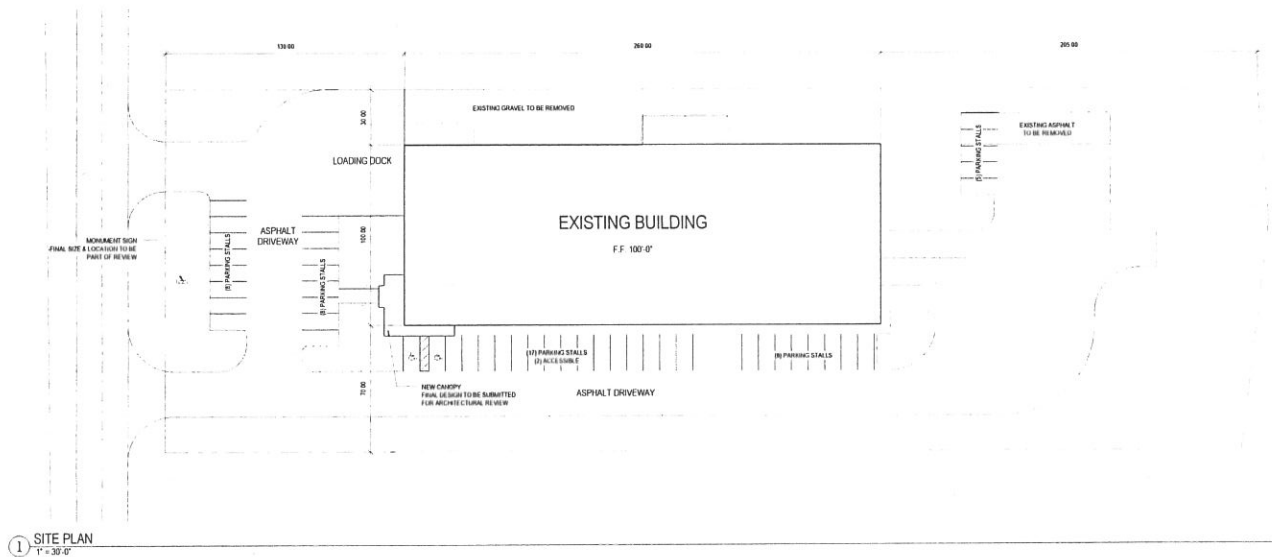
**JIM BABIASZ
THE RANGE OF RICHFIELD LLC
HELSEN DRIVE
RICHFIELD, WI**

SHEET TITLE
EXTERIOR ELEVATIONS
DESIGN
DEVELOPMENT

PROJECT DATA
JOB NUMBER: 13-057
DRAWN BY: CDS
SHEET NUMBER:

A2.1





CONCEPTUAL

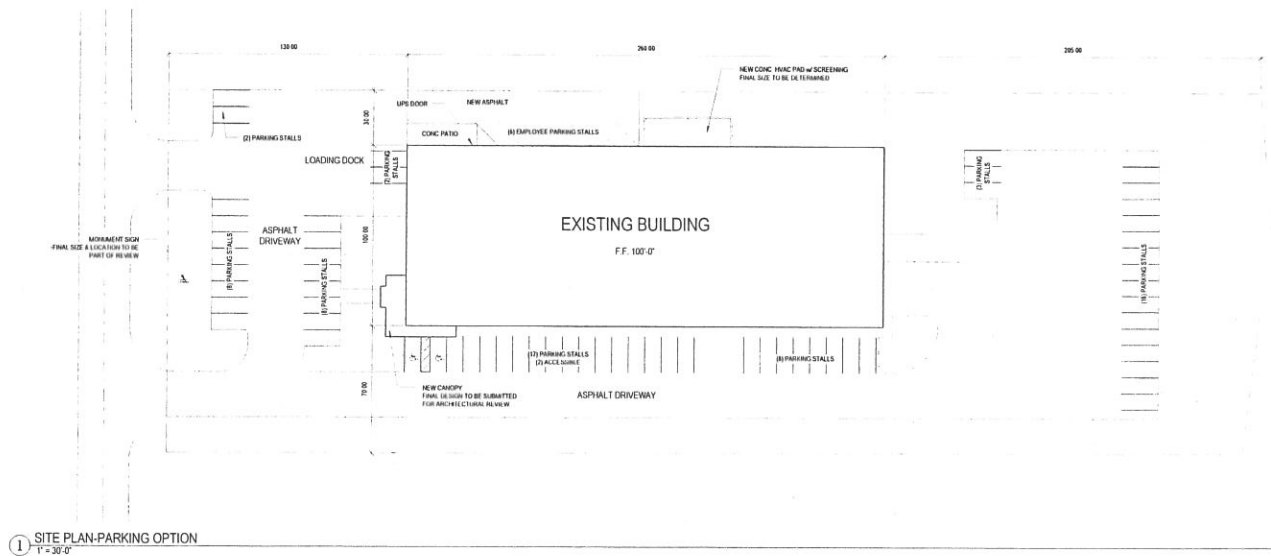
JIM BABIASZ
THE RANGE OF RICHFIELD LLC
HELSAN DRIVE
RICHFIELD, WI

SHEET TITLE
EXISTING SITE PLAN
DESIGN DEVELOPMENT

PROJECT DATA
JOB NUMBER 13-057
DRAWN BY CDS

SHEET NUMBER
C1.0

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CONCEPTUAL

JIM BABIASZ

THE RANGE OF RICHFIELD LLC
HELSEN DRIVE
RICHFIELD, WI

SHEET TITLE

PROPOSED SITE PLAN

DESIGN
DEVELOPMENT

PROJECT DATA

JOB NUMBER 13-057

DRAWN BY CDS

SHEET NUMBER

C1.1

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